

Minutes of the Mampitts Advisory Committee (MAC) Meeting
at 7pm on Tuesday 8th September 2026 in the Council Chamber, Shaftesbury Town Hall

Members Summoned and Present: Cllr Daultrey, Ann Glennon (Vice-Chair), Paul Glennon, Cllr Salkeld (arrived at 7.03pm), Cllr Smith, Ann Taylor and Cllr Williams (Chair)

Absent: Malak Hammoud

Officers Present: Matthew Harrison (Town Clerk) and Sarah Johnson (Office Administrator)

In Attendance: Press (0), Members of the public (0), Online (0), Cllrs Barratt and Dibben

[Link to agenda](#)

Cllr Williams began by stating that, since the committee last met in July, the construction contract has been signed.

Public Participation

- Cllr Barratt praised the committee for getting the project started.
- Cllr Dibben stated that he has sent questions to the Town Clerk to which he is awaiting answers, but he too praised the committee for what they have done so far.
He expressed his concern, however, that Dorset Council seem to have fingers in all parts of the project and will own the building for 3 years, yet STC are looking to pay someone to run it. In his opinion, if it is DC's building, they should pay this fee as it is an unacceptable burden on the council's precept.
Cllr Williams stated that DC funding for the family hub includes hourly rates for room rental and there have been discussions in the past about some sort of support from DC for the running and co-ordination, but this is to be confirmed.
- Cllr Dibben also shared his concern about the protected hedgerow and ditch running along the right-hand side of the site. This appears to have been cut through, and he wonders why another access point is needed? From a drainage perspective, this question needs to be asked.

Cllr Williams responded that the perimeter of the site ends before the access track referred to. This has been checked with DC (where Mampitts site ends and where SUDS begins). He confirmed that this matter is currently between Persimmon and DC and not something STC is involved with.

The meeting commenced at 7.06pm.

MAC18 Apologies

Officer report 0926MAC1 was received and it was **NOTED** that no apologies had been given.

MAC19 To receive any Declarations of Interest

Officer report 0926MAC2 was received and it was **NOTED** that members should declare any interests if they arise.

MAC20 To approve the minutes of the meeting held on 14th July 2026

Officer report 0926MAC3 was received and it was **RESOLVED** to approve the minutes of the meeting on 14th July 2026.

Proposed by Cllr Salkeld and Seconded by Cllr Daultrey

In Favour 5 Cllr Williams, Cllr Daultrey, Cllr Salkeld, Cllr Smith and Ann Taylor

Against 0

Abstentions 2 Ann Glennon and Paul Glennon

MOTION CARRIED

MAC21 To receive an update on the construction plan

Officer report 0926MAC4 was received and members **NOTED** the draft construction plan.

The Town Clerk handed out paper-copies of the Gantt chart and read out key dates.

- **14th September 2026**

Site mobilisation and material preparation.

Can expect to see containers and welfare elements (portacabins) arriving on site.

Cllr Williams is aware trenching and other enabling works have already commenced to facilitate the water supply.

Concern was raised about children playing adjacent being able to access the site however it was confirmed that the site will be secured at all times, and the Town Clerk requested that members of the public do not ask for access or raise queries with the contractors.

It was confirmed that all communications are to be sent to STC office and the Town Clerk will liaise with the Contract Administrator (Architect).

Monthly meetings will be held on site with the Architect/Contract Administrator and the building contractor.

- **28th September 2026**

Piling commences and lasts for 20 days (to 9th October).

The contractors' working hours are 8am to 5pm Monday to Friday. They will try not to do any piling before 9am, as this will be the noisiest part of the construction, but residents must expect some noise. Cllr Williams stressed that the contractors have also been asked to avoid bringing flatbeds and trucks along the road before 9am.

It was suggested that some form of communication should be made with residents to let them know when the piling will be happening to avoid unnecessary speculation.

The Town Clerk confirmed it is intended that there will be two strings of communication; social media posts for overall town-wide communications and letters to immediate neighbours.

- **9th November 2026**

Scaffolding will be erected and remain in place for 55 days and, as it is a timber building, construction progress should be made very quickly.

- **15th January 2027**

Windows and doors will be fitted, and the building will be watertight ready for first fix of utilities (plumbing and electrics) by 25th January.

- **14th June 2027**

Forecast handover however it was noted that there will still be items such as soft furnishings to implement, and the chosen café operator will need to complete the fitting out of the café.

Cllr Daultrey asked if there would be a topping out ceremony when the roof goes on. This to be confirmed in due course.

Water and electricity supplies are on track. Both are crucial utilities and the sooner they are in, the sooner the use of a generator can be terminated.

There has also been considerable discussion with DC Highways so that all parties are aware that the road must be maintained to an adoptable standard. It was noted that the layby for disabled access needs a Section 38 agreement.

It is hoped that progress will be seen on site by the next MAC meeting.

A discussion is to be had with the contractor about how to inform the community on progress and the various stages of the build. Possibly a noticeboard at the entrance to the site giving fortnightly notice of upcoming activities together with a site plan and a plan of what the completed building will look like?

It is proposed to deliver letters to Snowdrop Wynde and surrounding areas next week.

Concern was raised about trees being planted too close to peoples' houses and subsequent loss of light, etc. It was confirmed that saplings will be offset to allow for the canopy to develop and will not be planted close to the fence, and this will be discussed at a future meeting regarding landscaping.

MAC22 To receive a financial update

Officer report 0926MAC5 was received and members **NOTED** the financial update.

The Town Clerk stated that the total project cost is below the forecast currently. However, it was noted that some costs are still to be discussed and negotiated with the contractor and, although

the project looks to be under budget, it is early days and there is not a substantial contingency for a project of this size.

The question was raised if there had been any cost implications due to the late start of project, but it was confirmed that there had not despite unforeseen and significant delays with legal agreements requested by DC.

£241,000 is currently estimated for design and professional fees. The Town Clerk confirmed that, although invoices are awaited, it is expected the cost will still be close to this figure.

At this stage, there are two cost increases to note:

1. Lift Door – A manual door has been specified however the lift provider has offered upgrading this to an automatic door for £1,023.50 which, if the committee are in favour, would be within contingency and within the Town Clerk's delegated spend.
This was felt to be a good idea for safer disabled access and for families with pushchairs.

The question of lift maintenance and breakdown/emergency procedure was discussed, and it was noted this element will be covered in the Operations and Maintenance manual to be handed over at the end of the project.

The Chair requested a show of hands, and all members were in favour of spending £1,023.50 for provision of an automatic door to the lift.

2. Car Park - Additional testing is needed where the car park will be located as the contractor has encountered a concrete plinth below the surface. This may impact on the design of the car park which it is intended will be self-draining.
The Architect has suggested making more holes for a ground survey to ensure there is the correct substrate for the car park to futureproof the longevity of the surface, drainage, etc at a cost of £959.00.

The Town Clerk confirmed that it was resolved at the August Full Council meeting that insurance cover would be put in place against contamination of the water course. Insurers had stipulated that, if the site was in a city centre or was a brownfield site, the risk would be high but, as it is not, the risk should be minimal, but it is still a risk.

The Town Clerk reassured members that he had spoken to the Architect to ask if extra costs are likely to crop up on a weekly basis and it had been confirmed that the majority of unforeseen costs on a project usually concern groundworks.

Cllr Williams confirmed that there has been a slight increase in available funds due to National Lottery funding and Section 106 index-linked increase. Unfortunately, £99,000 requested from Reaching Communities had been declined.

Dorset Council have been spoken to about electric vehicle schemes. This still needs to be bottomed out and is to be discussed at a construction meeting.

MAC23 To review the Mampitts Operating Plan and proposed key milestones

Officer report 0926MAC6 was received and members **NOTED** the key deliverables and milestones of the Operating Plan.

The Town Clerk handed out paper-copies of the Operating Plan highlighting that the penultimate step is full opening on the 30th August 2027. The contractor is planning to hand over the building at the end of June so there is plenty of contingency time for fitting out and getting ready for the family hub to move in.

The very last stage of the Operating Plan is the KPI and social value review which will be an ongoing discussion with Dorset Council.

The next key task is to procure the café operator. Expressions of Interest were invited previously and there was not much interest, so this element needs to be revisited. This will be the most major task together with developing key operating factors. It is proposed that the invitation to tender will be signed off by Full Council in November and will be sent out at the start of December with bids back at the beginning of January. Evaluations will then take place in the latter half of January and put to Full Council in February so procurement of the café can be finalised by 1st March.

The committee were asked to consider between now and the next meeting what they have seen in other community spaces locally where hot and cold food is on offer? Commercial companies could be approached or high street coffee shops (small operations). Alternatively, local coffee shops or other community spaces where Community Interest Companies or charities operate the café. Poundbury was given as an example and the Talk About Trust.

Cllr Williams stressed that it is a small space and most of the food would need to be prepped off site.

An outline will be reviewed in October, but it was felt that the invitation to tender should not be too prescriptive as this may put off some parties wishing to bid. It is hoped that the Procurement Consultant can help verify this element, but it is important to adopt a functional scope of work rather than a prescriptive scope of work.

Sub-letting outside space to a pizza van or fish and chips van was also discussed but it was noted that the terms of the s106 agreement would need to be checked.

The Town Clerk pointed out that the Operating Plan Gantt chart is not 'set in stone' and there may be some flexibility within it.

Any ideas and suggestions for potential café operators or operating models should be sent to the STC office, and the committee will reconvene in October to outline exactly what they are looking for.

There being no further business, the meeting was closed at 8pm.

These minutes were adopted on [date] under minute reference [MAC] as a true record of the decisions taken and are duly signed below by the chair of that meeting.