SHAFTESBURY TOWN COUNCIL

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To: **Members of the Projects and Assets Committee (PAC)** –
Councillors Barratt, Brown, Budd, Daultrey, Dibben, Edwyn-Jones, Elmendorff, Heritage, Hollingshead, Loader, Philpott, Salkeld, Smith, Williams and Yeo

AGENDA

You are summoned to a meeting of the Projects and Assets Committee for the transaction of the business shown on the agenda below. To be held at **7pm on Tuesday 10th November 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.

Matthew Harrison
Town Clerk, 4th November 2026

Public Participation: The Chair 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. To elect a Chairman and Vice-Chairman for the remainder of 2026/27
2. To confirm membership of the Projects and Assets committee
3. Apologies – To receive and consider for acceptance
4. To receive any Declarations of Interests and Requests for Dispensation
5. To note the results of the Wincombe Recreation Ground Renewal Consultation and resolve next steps
6. To note the progress on the Barton Hill workshop replacement project
7. To receive and consider the proposed project plan from the appointed consultants for the Town Hall renovation project
8. To consider instigating a project reviewing linking the former Lloyds building and Town Hall repurposing (Members motion from Cllr. Dibben)
9. To consider investigating building a joint Community building for Youth and Band with a 400-seat hall (Members motion from Cllr. Dibben)
10. To receive a verbal update on the Mampitts Hub project

Agenda Item No. 1

To elect a Chairman and Vice-Chairman for the remainder of 2026/27

To elect the Chair for the Projects and Assets Committee for the remainder of the council year 2026-2027.

To elect the Vice-Chair for the Projects and Assets Committee for the remainder of the council year 2026-2027.

Recommendation

That the committee elects its Chair and Vice-Chair.

Agenda Item No. 2

To confirm membership of the Projects and Assets committee

Background

As per the Scheme of Delegation, every councillor is automatically a member of the Projects and Assets Committee unless they opt out.

Recommendation

To confirm the membership of the Projects and Assets committee.

Agenda Item No. 3

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. 4

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 – re-adopted in May 2026. The Clerk will report any dispensation requests received.

Agenda Item No. 5

To note the results of the Wincombe Recreation Ground Renewal Consultation and resolve next steps

Background

At the Full Council meeting of 21 July 2026, it was resolved for a consultation to be held over the summer holidays to ascertain feedback so a strategy can be developed, with members being actively engaged in the face-to-face consultation process. The consultation was duly undertaken between 24 August and 30 September. The consultation consisted of three face-to-face councillor consultations at the recreation ground, an online survey and individual councillor's feedback from residents. The survey was supported by a door drop leaflet distributed to every household in Shaftesbury, to all schools and in other public spaces in the town (such as doctor's surgeries and the library). It was also extensively promoted on the Town Council social media channels and in local media.

The results of the survey have now been published and distributed to councillors. The key learnings will be presented at the meeting.

Information

Three strategic messages emerged from the consultation:

1. Respondents are asking for improved and modernised play provision
2. There is a significant unmet demand for facilities aimed at older children and teenagers
3. Accessibility, paths, seating, shade, maintenance and safety concerns must be addressed alongside new play opportunities

The consultation does not indicate support for a radical redesign of the park. Instead, respondents consistently favoured retaining the existing strengths of the site while upgrading facilities and broadening the range of activities available. The recommended priorities for the project, in priority order, are therefore:

1. Modernise play equipment
2. Provide facilities for teenagers
3. Improve accessibility
4. Upgrade paths
5. Increase comfort and dwell time
6. Improve biodiversity

It is suggested the project should be divided into the following categories. Note, many aspects of these can be implemented concurrently:

1. Play park renewal
2. Public realm improvements
3. Strategic additions

Further information

There is currently £165k in the Playground Equipment Earmarked Reserve, which covers improvements and upgrades across all Town Council play areas. It is recommended that £20k is retained for wider play park upgrades over the remainder of this financial year and the next, leaving £145k available for the renewal of Wincombe Recreation Ground. In addition, £121k of Section 106 funding is available, which can only be used at Wincombe Recreation Ground or Barton Hill Skate Park. The total budget potentially available for the Wincombe project is therefore £266k.

Options

To help councillors prioritise works, indicative costs have been obtained for a range of options. These are not formal quotations, but contractor estimates based on comparable projects and similar installations elsewhere.

	Option	Indicative cost	Notes
A	Complete replacement of existing play park	£200k	To completely remove and replace existing children's play park, area A on map below.
B	Selected replacement and upgrade of existing equipment	£100k	To selectively replace equipment that is end-of life with new and additional equipment. Repair or replace end-of-life surface materials. See area A on map below.
C	Installation of tarmac pump track	£75k	To install a tarmac pump track. Potential of at least two locations as shown in area B below.
D	Resurfacing of path surrounding wider Wincombe site	£50k	Resurface the perimeter path around site. Note, a choice of surfaces will be considered.
E	Selected public realm improvements	£50k	Detail to be confirmed, but to consider more benches, shelters etc.
F	Upgrade to existing MUGA	£20k	New surface line painting and repainting of metalwork in area C below.



Recommendation

1. To note the results of the Wincombe Recreation Ground Renewal Project consultation feedback.
2. To resolve to not proceed with Option A – a complete replacement of the existing park.
3. To resolve to delegate authority to officers to obtain quotations for Options B-F and report firm costs to the December Projects & Assets Committee.

Agenda Item No. 6

To note the progress on the Barton Hill workshop replacement project

Background

At Full Council on 18 August 2026, it was resolved to delegate to the Town Clerk to:

(a) commission a structural survey of the existing concrete base of the Barton Hill workshop and work up an options appraisal to include deconstruction of the hut and new separate electricity and water supply of either a new metal building or a new timber building on the site

(b) liaise with the Bowling Club and consider implications of potentially separating the building and services

(c) bring a detailed proposal back to Full Council for consideration.

Information

The results of the structural survey of the concrete base conclude that either a timber or metal building could be located on the site, however the existing concrete base is not thick and therefore strong enough to support a timber structure. A metal structure could be supported with the installation of approximately six mass concrete pad foundations, whilst a timber structure would need the existing concrete base to be thickened and a damp-proof membrane installed.

A meeting was had with the Bowling Club to discuss the potential implications of removing the workshop and separating the utilities. In principle, the Bowling Club is happy with the proposal, so long as the exterior of their building is 'made good' and all utilities are correctly assigned with separate meters.

Further information

The existing structure is not a simple rectangle due to it conjoining with the Bowling Club building. It is proposed that the new structure should be rectangular for design and construction simplicity and therefore best value cost. The proposed structure would be 5.8m x 8m, single storey with high-level roof lights and one double-door.

Comparable specification and costs for both a timber and metal prefabricated structure are:

Criteria	Timber Workshop (5.8m x 8m)	Prefabricated Steel Workshop (5.8m x 8m)
Approx. Floor Area	46.4m²	46.4m²
Demolition cost	£4,800	£4,800
Typical Capital Cost	£45,000 - £65,000	£30,000 - £50,000 (from £20k uninsulated)
Incremental concrete base cost (approx.)	£3,120	£3,600
Insulation Performance	Excellent	Very Good (with insulated panels)
Appearance	More attractive, traditional	More industrial/utilitarian
Expected Lifespan	25-40+ years	30-50+ years
Maintenance Requirement	Moderate (repainting, timber treatment)	Low
Resistance to Rot/Pests	Vulnerable if not maintained	Excellent
Speed of Construction	4-8 weeks typically	2-6 weeks typically
Ease of Alterations	High	Moderate

Internal Fit-Out	Easier to add shelving, partitions, services	Slightly more challenging
Thermal Comfort	Better natural insulation	Good with insulated panels
Security	Good	Very Good
Fire Resistance	Lower	Higher
Suitability for Public-Facing Locations	Excellent	Fair to Good
Suitability for Depot/Storage Use	Good	Excellent
Whole-Life Cost	Medium	Lower

Given the overall lower cost and longer expected lifespan of the metal structure solution, it is recommended the metal structure solution is progressed.

Financial information

Projected costs:

- Architects / planning permission fees = £3k
- Installation of concrete pads = £3.6k
- Demolition of existing structure and making good Bowling Club = £3k
- Redirection of existing utilities = £1k
- New structure capital cost = £35k
- Fit out = £15k
- **TOTAL = £60.6k**

There is £29,550 in the Barton Hill Hut Earmarked Reserve. A balance of £31,050 is therefore required to complete the project. The Council is currently considering a budget of £20k for 2027/28 as part of its budget setting process.

Recommendation

The Projects and Assets committee requests to Full Council a budget of £35k in the 2027/28 budget for budget line EMR Barton Hill Hut to enable completion of the project, allowing for some contingency.

Agenda Item No. 7

To receive and consider the proposed project plan from the appointed consultants for the Town Hall renovation project

Background

At Full Council on 20 October 2026, it was resolved to commission a consultant to provide a Strategic Funding and Investment Project Plan for renovation of the Town Hall. The Projects and Assets committee is requested to endorse a phased, evidence-led approach to further the project.

Information

An initial report has been received from the consultant, outlining the key considerations, immediate next steps and a simple Gantt chart indicating key milestones.

The next key steps which have already been commissioned are:

1. An inception meeting, evidence review and joint site visit
2. A funding readiness assessment and reusable case for support
3. A Town Hall project roadmap identifying evidence, approvals, dependencies and recommended actions
4. Research into realistic funding opportunities, including eligibility, likely applicant, match requirements, timescales and evidence requirements
5. A prioritised action plan and final presentation to officers and councillors

Immediate next steps are:

1. Assemble the existing evidence pack, including available plans, surveys, maintenance and energy information, legal and tenancy documents, budgets and previous funding correspondence
2. Hold the inception meeting and joint site visit with the appointed advisers and relevant Council representatives
3. Confirm the scope and budget route for a costed condition survey and commission it separately in accordance with the Council's procurement requirements
4. Undertake the funding readiness review and funding research, using the available technical and community evidence to identify credible opportunities and significant gaps
5. Present the findings and recommended action plan to the Council before any decision is made on a preferred capital scheme or major funding application

Financial information

There are no financial implications currently because the consultants have already been commissioned by Full Council to undertake the recommended work.

Recommendation

That the Projects and Assets Committee resolves to:

(1) Endorse a phased and evidence led approach to developing the project, recognising that its final scope, cost, affordability and funding route have not yet been determined.

(2) Undertake the agreed funding readiness review, cases for support, project roadmaps, funding research and prioritised action plan.

Agenda Item No. 8

To consider instigating a project reviewing linking the former Lloyds building and Town Hall repurposing

Title of Motion	Former Lloyds building and linked Town Hall repurposing
Proposed by	Cllr Lester Dibben
Proposed Resolution	That the Projects and Assets Committee takes forward, within its agreed remit, an initial appraisal of the opportunity to occupy and repurpose the former Lloyds building, together with the opportunities this could create for the Town Hall and prepares recommendations for Full Council. The appraisal shall: 1. Receive and assess the owner's forthcoming written offer, recognising the indication of a three-year rent-free period to establish the proposed uses and permission to sublet. Clarify the lease terms, commencement of that period, repair responsibilities and conditions of occupation. 2. Develop an accommodation brief for Council functions that could move to Lloyds, the two prospective occupiers and other compatible uses. Identify alterations, accessibility improvements and building services, distinguishing the owner's restoration works from the Council's proposed adaptation works. 3. Prepare a phased financial appraisal for Lloyds and the linked Town Hall works, identifying costs, owner contributions, eligible Council resources, potential grants and other external funding. Assess rents, solar benefits, operating costs and the remaining funding gap. Examine suitable Public Works Loan Board borrowing, including repayments, precept implications and resilience to lower income or higher costs. Test affordability during and after the rent-free period. 4. Identify how agreed relocation to Lloyds could release Town Hall space, and assess its repurposing, alterations and income opportunities. Develop a coordinated sequence that maintains Council services and identifies the decisions required at each stage. 5. Engage prospective occupiers, existing users and other relevant stakeholders. Consider how the proposed Open Door stakeholder arrangements could support this work, subject to separate agreement on their remit, membership and reporting arrangements. 6. Agree with the Town Clerk a coordinating officer, work programme and initial reporting date. Identify necessary professional advice and propose a proportionate allocation from the Committee's agreed £30,000 budget, considering its wider programme and commitments. Commissions shall have defined costs and deliverables and follow financial regulations and

	delegated authority. Report to Full Council with costed options, funding opportunities, dependencies and recommended next steps.
Background (provided by the proposer)	The owner's written offer is being obtained. The owner has indicated that it will include a three-year rent-free period to allow the proposed uses to become established and will permit subletting. Two prospective occupiers have expressed interest in taking part of the building. Detailed terms, accommodation requirements and rental commitments remain to be confirmed. Both Lloyds and the Town Hall require substantial alterations for their proposed future uses. Considering them together allows the Council to assess how accommodation at Lloyds could enable the Town Hall's repurposing, while developing income opportunities in both buildings. Lloyds also has a substantial flat roof whose suitability for solar should be investigated. The appraisal should distinguish repairs required to return Lloyds to an appropriate condition from the additional works needed for its new uses. The owner's discussions with Lloyds concerning repair obligations should be clarified, including the scope, responsibility and timing of any works or contribution. No settlement or completion date is assumed. The proposed rent-free period could provide time to complete agreed works, establish occupation and develop income. Its value depends on when it begins, the preparation time required and affordability once rent becomes payable. The latest written offer should confirm the rent and other liabilities. The Town Hall appraisal should establish which functions would relocate, which would remain and what additional community, civic or hire uses could be accommodated. Expected income must be considered alongside alterations, operating costs and maintenance requirements. This proposal gives the new Projects and Assets Committee a practical first step in coordinating the estate strategy. I also intend to propose an Open Door stakeholder subcommittee reporting to the Committee, allowing service providers, building users and other stakeholders to help shape the programme through an agreed engagement structure. Its establishment would be considered separately. The appraisal should also consider whether part of the Lloyds building could provide basic short-stay overnight accommodation as an additional source of income. This option should be assessed alongside other proposed uses, including demand, conversion costs, fire safety, accessibility, washing facilities, management arrangements and net income, subject to the owner's agreement and any necessary approvals.

	The existing bank vault and safes remain in situ. Their condition, potential reuse and implications for the building's layout and refurbishment costs should be assessed. The appraisal should compare retention and adaptation with removal where appropriate, before assuming either approach in the cost plan. A supporting paper has also been provided.
Background (provided by the Proper Officer)	On 20 October 2026, Full Council resolved to commission a consultant to provide a strategic funding and investment plan for the Town Hall and Youth Club buildings (see agenda item 7). The scope of works for that project does not incorporate consideration of the former Lloyds Bank building. It is recommended that the commissioned project plans for the Town Hall and Youth Club buildings are worked through and only when a firm, written proposal from the current owners of the former Lloyds Bank building be received, should an amendment to those plans be considered.
Financial implication (anticipated by the proposer)	The Committee has an agreed budget of £30,000. An appropriate proportion should be used to obtain the professional advice needed for the Lloyds and Town Hall appraisal, while preserving resources for its other priorities and existing commitments. This motion does not allocate the whole budget to these buildings. Advice should be commissioned in stages, beginning with matters that determine viability. This may include building condition and refurbishment costs, lease and repair responsibilities, accommodation requirements, income forecasts, funding eligibility and borrowing affordability. Each commission should have an agreed scope, cost and deliverable. The approximately £3.4 million overall programme figure identified in the budget proposal should be confirmed and broken down by project, scope and phase. It should not be treated as the cost of Lloyds and the Town Hall alone. The appraisal should identify owner contributions, eligible existing resources, external grants, potential borrowing and the remaining Council funding requirement. The working rent discussed for Lloyds is approximately £50,000 a year, subject to the forthcoming written offer. A three-year rent-free period at that figure would represent £150,000 of avoided head rent, not a cash grant. Any proposal to redirect an otherwise funded rent budget towards refurbishment or Town Hall works would require an explicit Council decision and allowance for Lloyds' other commitments. Assess each building's income and savings after operating costs, maintenance provision and any loan repayments. Show the effect of lower occupancy, delays and higher costs, and make any reliance on the precept explicit. Potential income is not a confirmed funding contribution.

	Public Works Loan Board borrowing may be investigated for eligible capital works, subject to affordability, Council decisions and the required government borrowing approval. This motion approves no lease, construction contract, relocation or borrowing commitment. These decisions would follow the appraisal and the relevant approvals.
Financial implications (anticipated by the Proper Officer)	Specific financial implications are unknown at this stage. The Projects and Assets committee has no standalone budget, merely the delegated authority to approve expenditure up to £30,000 per project, contract or commitment, provided that sufficient budget provision exists and the expenditure complies with the Council's Financial Regulations and Procurement Procedures (section 9.5 of the Town Council's scheme of delegation): Scheme of Delegation.
Legal implications	There are no legal implications from this Members Motion as it stands.
Proposer's signature	Cllr Lester Dibben

Agenda Item No. 9

To consider investigating building a joint Community building for Youth and Band with a 400 seat hall

Title of Motion	Community building for Youth and Band with a 400 seat hall
Proposed by	Cllr Lester Dibben
Proposed Resolution	That the Projects and Assets Committee takes forward, within its agreed remit, the appraisal of a shared community building serving the Youth Club and Town Band, with a flexible hall designed to accommodate 400 seated audience members and opportunities for wider sporting, cultural and community provision, and prepares recommendations for Full Council on a costed, phased delivery and funding plan. The plan shall: 1. Develop an agreed accommodation brief with the Youth Club and Town Band, and invite the Football Club, Shaftesbury Arts Centre and Bowling Club to identify opportunities to extend their services. This shall include football changing and shower facilities, including provision for women and girls, potential performance and arts use, and the Bowling Club's ambition for an indoor rink. 2. Test the site capacity and layout, including hall capacity, retractable seating options, accessibility, acoustics, storage and simultaneous use. Assess the indoor rink's space and technical requirements with the Bowling Club, including whether it can be accommodated within the shared scheme or requires linked or separate provision. 3. Appraise an insulated, weather-tight building shell with solar provision as the first construction stage, followed by shared services and phased internal fit-out. Compare this with refurbishment and other replacement options using current survey evidence, whole-life costs and continuity of existing services. 4. Identify eligible Council project funds that could be coordinated, separately restricted S106 contributions, potential grants and provider fundraising. Prepare focused funding discussions or seminars with the participating organisations and seek appropriate support from Dorset Council 5. Agree with the Town Clerk a named coordinating officer, a programme for consultation, costing and funding assessment, and a date for an initial progress report to the Committee identifying outstanding information and decisions needed.

	6. Report to Full Council with the preferred option, costed phases, funding gap, ownership and operating arrangements, key dependencies and a realistic timetable. Additional surveys or specialist work requiring further approval shall be separately costed. Construction, contracts and funding reallocations shall remain subject to subsequent Council approval.

Background (provided by the proposer)	The proposal brings together the accommodation needs of the Youth Club and Town Band with wider opportunities for community, cultural and sporting provision. A flexible 400-seat hall could support performances and events while retaining space for everyday activities through a suitable seating and room arrangement. The purpose is to consider these accommodation needs together and test whether a coordinated building offers better value and wider public benefit than delivering separate projects. Shared access, toilets, services and other common facilities could reduce duplication, while a flexible hall could enable participating organisations to extend their activities. The appraisal should establish which facilities can genuinely be shared and which require dedicated space, storage, acoustic separation or protected access times, so that the Youth Club, Band and other users can operate effectively alongside one another. The Youth Club's reported provision includes supervised sessions, recreation, education, personal development and support, alongside dance, martial arts, fitness and use by local groups. Its accommodation must preserve the ability to deliver these services. Band rehearsal, storage and acoustic needs should be incorporated from the outset. The Football Club could develop its provision through improved supporting facilities. Shaftesbury Arts Centre should be invited to explore potential use of the hall. The proposer has been advised that the Bowling Club has ambitions for an indoor rink. These opportunities require direct discussion with each organisation; their participation and financial contributions are not assumed. The earlier concept was an insulated steel-framed building, with damp-proofing, a solar-ready roof and a flexible hall. The 400-seat arrangement and indoor-bowls requirements must be tested together before fixing the footprint or specification. This proposal is separate from Mampitts Hub. The purpose of the shell-first approach is to establish an achievable construction sequence, with solar potentially supporting later stages through net income. Existing studies should be used and updated where suitable, avoiding duplication and allowing a fair comparison with refurbishment.

	Supporting documents for this motion have been provided: 1. Youth Club site plan 2. Community Building funding strategy 3. Draft floor layout
Background (provided by the Proper Officer)	On 20 October 2026, Full Council resolved to commission a consultant to provide a strategic funding and investment plan for the Town Hall and Youth Club buildings (see agenda item 7). The existing Youth Club building (which belongs to the Town Council), is in need of repair due to the presence of damp. A recent *Repair, Thermal Upgrade and New-Build Options Appraisal* report, commissioned by the Town Council, identified 3 options for the Town Council to consider: 1. Comprehensive refurbishment and thermal upgrade (£765k) 2. Hybrid renewal: replace hall roof/vulnerable fabric, retain serviceable core (£1,081k) 3. Demolish and construct replacement community building (£1,590k) The commissioned strategic funding and investment plan will be considering the above options, and it is recommended that these are worked through. The Shaftesbury Town Silver Band has confirmed it is shortly to undertake renovation works at the existing Band building. For clarity, the Town Council owns the land on which the existing building sits, and the Band owns the building.
Financial implication (anticipated by the proposer)	No construction budget or new funding allocation is approved by this motion. Initial coordination should use existing approved resources; any additional survey, design or consultancy expenditure should be costed and submitted for approval before commitment. The funding plan should examine the scope to pool eligible Council project allocations and phase future contributions. General Council staffing and running budgets and the emergency reserve are excluded from the proposed project pool. Existing contractual commitments and funding restrictions must first be identified. The previously identified Youth premises S106 sum of approximately £168,607 is separate from Council project allocations. Its current balance, conditions and availability for this proposal require confirmation. It must not be treated as unrestricted funding. Any Band allocation must be independently verified.

	The Town Clerk has clarified that the £4,247 Youth Club earmark concerns Council work on the building, not a grant to the Youth Club organisation. Confirm any subsequent commitments, including consultancy expenditure, before relying on it. Earlier shell and solar figures were indicative, not quotations for the expanded brief. Obtain current costs for the shell, seating, shared and specialist accommodation, solar and connection, services, fit-out, fees, VAT treatment and contingency. Cost common facilities once. The business case must show operating and maintenance costs, realistic occupancy, and confirmed versus potential funding. The previously discussed circa £18,000 annual solar income is a gross illustration requiring technical and commercial verification; only net income after costs and provisions could support later stages. Grants and provider fundraising remain opportunities, not assumed receipts.
Financial implications (anticipated by the Proper Officer)	There is currently £2,675 in the Youth Club Earmarked Reserve (the difference to the stated balance of £4,247 is due to the building surveyors' reports being invoiced and paid). There is £168k of potential S106 contributions available investment in the Youth Club building.
Legal implications	There are no legal implications from this Members Motion as it stands.
Proposer's signature	Cllr Lester Dibben

Agenda Item No. 10

To receive a verbal update on the Mampitts Hub project