

Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

e-mail: enquiries@shaftesburytowncouncil.co.uk

Website: www.shaftesburytowncouncil.co.uk

To: Members of Shaftesbury Town Council's Recreation, Open Spaces and Environment Committee,

Councillors: K Tippins (Chair), Jackson (Vice-Chair), Hall, R Tippins, Taylor and Todd

All other recipients for information only.

You are required to attend a meeting of the Committee to be held **at 7.00pm on Tuesday 8th September 2015 in the Council Chamber, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

Stephen Holley

Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda Item
01. Apologies To receive and consider for acceptance, apologies for absence
02. Declarations of Interest and Dispensations Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
03. Minutes To approve the minutes of the Recreation, Open Spaces and Environment Committee meeting held on 7 th July 2015
04. Chairman's Announcements To receive a verbal report from the Chairman.

Agenda Item	
05. Tree Applications	p3
To consider responses to any tree applications received before the date of the meeting, for return to the Planning Authority. Report 0915ROSE05 attached	
06. Tree Works	p11
To receive quotes and resolve upon tree works for Tout Hill, St James and Trinity Centre. Report 0915ROSE06 attached.	
07. Committee projects for 2016/17 budget setting	p13
To consider Committee Projects as part of the budget setting process for 2016/17. Report 0715ROSE07 attached	
08. Grounds Management Plan	p17
To update the Committee on works scheduled by the Grounds Team for September 2015 – March 2016. Report 0715ROSE08 attached.	
09. Officer Report	p23
To receive Officer Report 0715ROSE09 attached.	

(End)

**Report to the Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee
to be held at 7.00pm on Tuesday 8th September 2015
in the Council Chamber, High Street, Shaftesbury**

TREE APPLICATIONS

1. Purpose of Report

To consider responses to any tree applications received before the date of the meeting, for return to the Local Planning Authority, North Dorset District Council.

To receive and note the tree preservation orders detailed below.

2. Recommendation

That the Committee provides its observations on the below mentioned applications, and any applications received subsequent to the despatch of these Agenda papers and to note the tree preservation orders as detailed below.

3. Background

- 3.1. Shaftesbury Town Council is not a statutory consultee for tree applications but is provided the opportunity to make observations on tree applications within its Parish Boundary. These observations are reported back to North Dorset District Council in order that they can make an informed decision when determining the application.
- 3.2. Tree applications can be viewed online at <http://planning.north-dorset.gov.uk/online-applications/> or at the Town Hall offices.
- 3.3. Members are asked to consider whether they support or object to each application.
- 3.4. Representations from the Shaftesbury Open Spaces Group and the Shaftesbury Tree Group will be invited.

4. Applications

Reference	Address	Detail
TPO 538-2015	Land at Mampitts Road and Trinity Road	G1 – 3 x Maple G2 – 2 x Oak T1 – Maple T2 – Ash T3 – Maple T4 – Lime
Tree Preservation Order confirmed		
TPO 547-2015	Land at E387244 N124007	T1 – Oak
The TPO is currently provisional and the Council will have six months from the date on the order (21 st August 2015) in which to decide whether the order is to be confirmed or not.		

5. Financial Implications

There are no financial implications arising from this report.

6. Legal Implications

- 6.1. The Council is not a statutory consultee on tree applications, but has been invited to provide observations. The Council does not hold any power to determine the applications itself.
- 6.2. The observations made will be those of the corporate body as determined through the democratic process.

End.

Report Author:

Claire Commons

Committee Services Officer

MEMORANDUM

TO: Shaftesbury Town Council, Cllr Pritchard, Cllr Francis, Shaftesbury Tree Group, Land Charges Department

FROM: C L Williams

Date: 18th August 2015

New Tree Preservation Order 538-2015

Dear All,

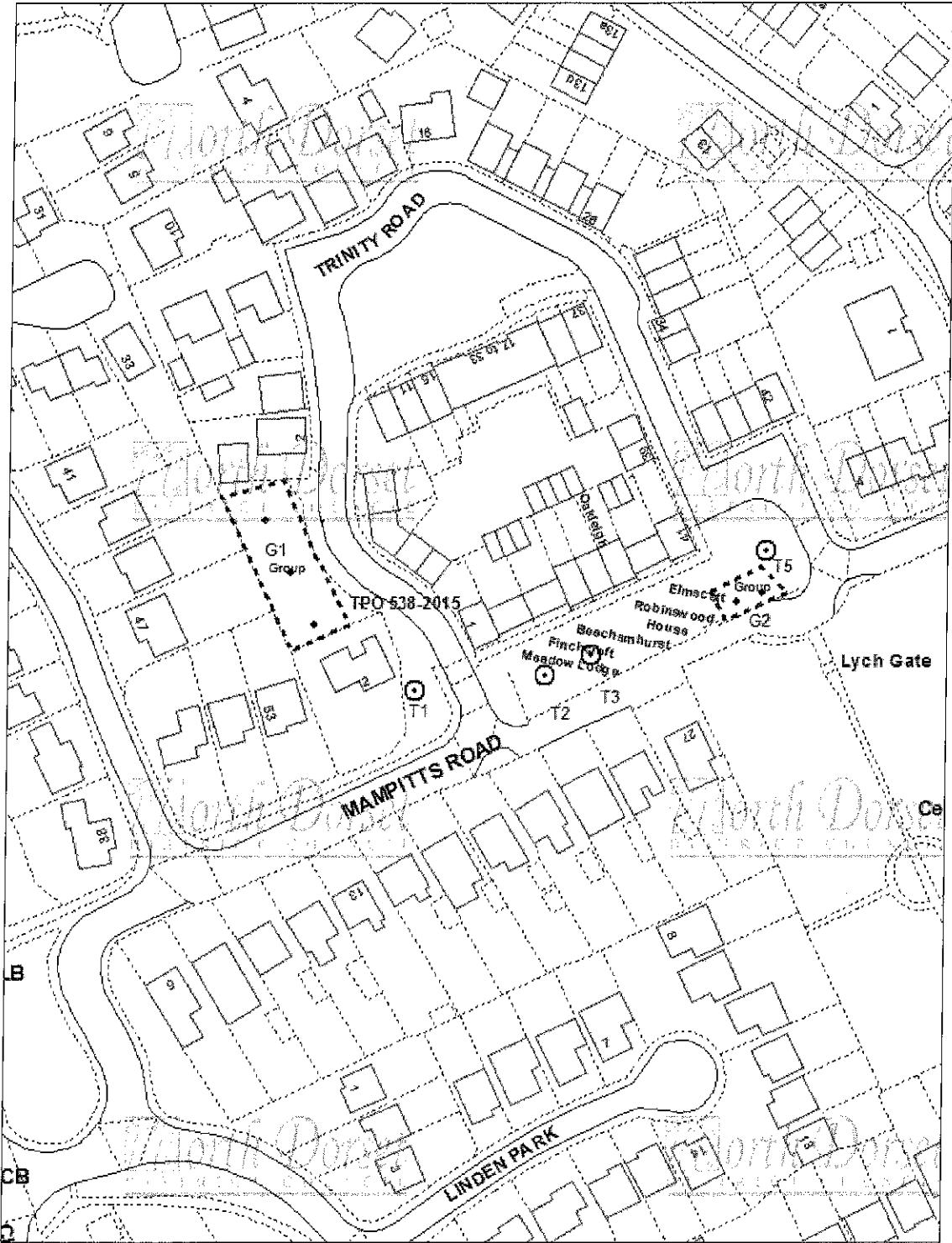
This is to inform you that the Provisional Tree Preservation Order at **(Land at Mampitts Road & Trinity Road, Shaftesbury, SP7 8FZ)** was today confirmed subject to modification under delegated powers.

	<i>Description</i>	<i>Situation</i>
G1	3x Maple	As map
G2	2x Oak	As map
T1	Maple	As map
T2	Ash	As map
T3	Maple	As map
T5	Lime	As map

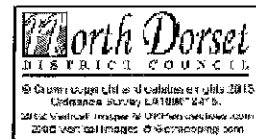
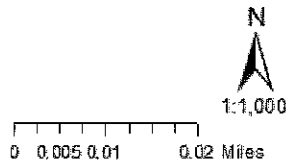
Should you have any questions or queries regarding this TPO, please do not hesitate to contact me.

Charlotte Williams
(Tree and Landscape Officer)

MEMORANDUM



NORTH DORSET DISTRICT COUNCIL
TPO 538-2015
Land at Mampitts Road & Trinity Road
Shaftesbury
Dorset
SP7 8FZ



MEMORANDUM

TO: Shaftesbury Town Council, Cllr S Pritchard & Cllr J Francis, Land Charges Department

FROM: S L Saunders

Date: 21st August 2015

New Tree Preservation Order 547-2015

Dear All,

This is to inform you that a new, provisional Tree Preservation Order has been made at **(Land at E387244 N124007, Shaftesbury, Dorset, SP7 9LB)** today for the following reason;

"Following an outlining planning application to develop land by the erection of ~~120~~¹⁹¹ dwellings, including vehicle access from A350, public open space, play areas, landscaping, car parking, demolition of existing agricultural buildings, including ancillary works and associated infrastructure an assessment has been undertaken of the Oak Tree which whilst shown to be retained with the development is considered important within the locality and therefore its long-term protection and retention is sought."

191 - see attached.

	<i>Description</i>	<i>Situation</i>
T1	Oak	As annotated on the attached map.

As mentioned the order is currently provisional and the Council will have six months, from the date on the order, in which to decide whether the order is to be confirmed or not.

All representations or valid objections regarding the order received within the 28 day notice period will be considered prior to any decision being made.

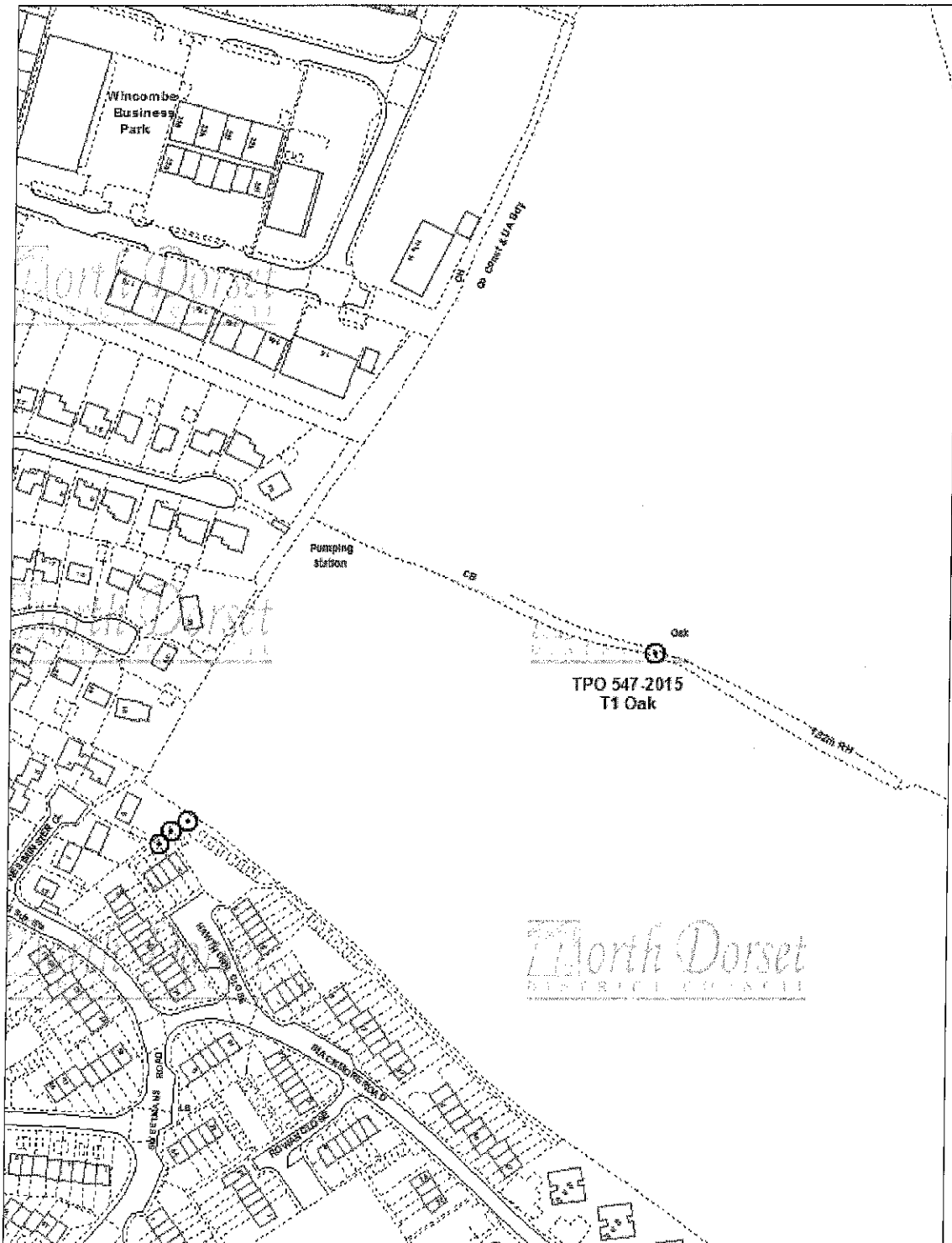
In the case of objections to the order being received if those issues identified by the objector have not been resolved within a reasonable time frame any objector(s) any decision about whether to confirm the order will be taken by a Council committee.

In the absence of any objections the order will be confirmed, with or without modification, under powers delegated to the Policy Manager of Environment.

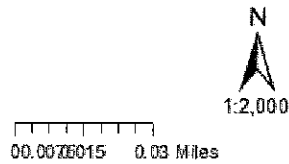
Should you have any questions or queries regarding this TPO, please do not hesitate to contact me.

S L Saunders
(Tree and Landscape Officer)

MEMORANDUM



NORTH DORSET DISTRICT COUNCIL
TPO 547-2015
Land at E387244 N124007
Shaftesbury
Dorset
SP7 9LB



Dear All,

Following the serving of the Tree Preservation 547-2015 on 21st August 2015 please be advised that unfortunately I made an error on the description of why the TPO has been applied, it should read as follows;

"Following a planning application to erect 191 No. dwellings with garages and parking, form vehicular access, landscaping, open space and associated works an assessment has been undertaken of the Oak Tree which whilst shown to be retained with the development is considered important within the locality and therefore its long-term protection and retention is sought".

Please accept my apologies for this unfortunate error. Please note this administrative error does not affect the integrity of the Tree Preservation Order.

Yours sincerely

Sandie Saunders (Mrs)
Tree & Landscape Officer
Environment and Community Services
North Dorset District Council

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**Report to the Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee
to be held at 7.00pm on Tuesday 8th September 2015
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TREE WORKS

1. Purpose of Report

To receive quotes and resolve upon tree works.

2. Recommendation

That the Committee receives quotes and resolves upon tree works for Contractor A for:

- Tout Hill
- St James
- Trinity Churchyard

3. Background

- 3.1. Tree works have been identified at St James, Tout Hill and Trinity Centre and quotations sought from local qualified tree surgeons in respect of the works required.
- 3.2. Each contractor was taken to the three different sites by the Council's Head Groundsman and provided with the requirement and scope for the quotation, **Appendix A** attached.

4. Financial Implications

4.1. Area	Quote A	Quote B	Quote C
St James (the Hangings)	£990	£1,365	£2,525
Trinity Church Yard	£990	£1,115	£1,850
Tout Hill	£990	£1,170	£1,440

- 4.2. Trinity Churchyard and Tout Hill expenditure will be from the Grounds Tree Works budget which currently stands at £4,000. Work at St James will be from the budget for tree works at The Hangings and Castle Hill which currently stands at £2,000
- 4.3. Total recommended financial implication, £2,970

5. Legal Implications

The Open Spaces Act 1906 s. 10 provides the power for the Town Council to provide and maintain land for open spaces in the Council's area.

End.

Report Author:

Claire Commons

Committee Services Officer

Company	location	Description of works to be carried out	Cost
A	St James	Clear bank of trees and shrubs. All arisings will be chipped. They will leave all chip and logs in cords (that is timber that they do not remove) in the flat bole as discussed. Partial no parking zone will be required below the wall as they work. To coppice all remaining hazel, ash, sycamore and fell beech on steep bank. All vegetation to be cut in a controlled manner and chipped onto site. Any log wood to be removed from site including the existing timber stacked on site. To coppice all the remaining standing vegetation as agreed and remove from site. To chip and clear vegetation previously felled.	£ 990.00 £ 1,365.00 £ 2,525.00
A	Tout Hill	Coppice all vegetation (apart from Yew and Holly) back to mature tree line. Approx 3-4 meters Trim back laurel to top of Tout Hill. Fell Willow to low stump at top of Tout Hill. Fell to low stump sycamore over road as discussed. Remove any major deadwood over road. All risings from this work will be removed from site. (Top End) to section fell leaning Sycamores and Willow and crown raise the larger Sycamores hanging over the road. (Lower End) To clear all regrowth back to the line of the larger trees	£ 990.00 £ 1,170.00 £ 1,440.00
A	Trinity	Pollard 17 Limes Fell Yew tree by Irish Yew to low stump Fell Conifer by houses to low stump. All arisings to be removed from site.	£ 990.00 £ 1,115.00 £ 1,850.00
B		Pollard 17 Limes. Fell Yew tree by Irish Yew to low stump. Fell Conifer by houses to low stump, all arising to remove from site.	
C		To Pollard 17 Limes. Remove English Yew and other vegetation leaving the Irish Yew. Remove Conifer by houses.	

Area	Quote A	Quote B	Quote C
St James (the Hangings)	990	1365	2525
Trinity Church Yard	990	1115	1850
Tout Hill	990	1170	1440

All quotations have been obtained from local qualified tree surgeons who were taken to each individual site by our Head Groundsman and advised of the work to be completed.

**Report to the Meeting of Shaftesbury Town Council's
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COMMITTEE PROJECTS FOR 20106/17 BUDGET SETTING

1. Purpose of Report

To consider budget proposals for 2016/17.

2. Recommendation

That the Committee considers the proposals outlined at Appendix A for onward recommendation to the General Management Committee for inclusion in the budget setting process.

3. Background

- 3.1. Each year the Council invites its Committees to consider work and projects they wish to carry out in the forthcoming financial year. These requests are included within the larger budget setting process which is overseen by the General Management Committee and then recommended to the Council for approval and for setting the precept.
- 3.2. At this point, the Committee is not required to consider general maintenance, running costs and accumulation of capital funds within areas that fall within its remit. However, if the Committee wishes to uplift a service, it may consider additional funds for this purpose. Likewise, the cost of replacement tools and equipment for the grounds team will be fed in to the budget for consideration of the budget in its entirety by the General Management Committee.
- 3.3. Appendix A contains details of the budget proposals for 2015/16 and an update on their status as well as a series of proposed areas for work for the Council to carry out in the next financial year, 2016/17.
- 3.4. The Committee is requested to agree the programme of works it wishes to be carried out in 2016/17. Following approval by this Committee, the programme will be incorporated into the budget setting process via the General Management Committee.

4. Financial Implications

- 4.1. If all projects are agreed, the expenditure will be £60,000
- 4.2. For the purposes of these budget considerations, s.106, grants and other income is not included.

5. Legal Implications

Shaftesbury Town Council is a local precepting authority and may issue a precept for each financial year by January in the preceding financial year. It is important for the Council to prepare accurate budgets in order to ensure that they will receive monies during the year which are necessary for the proper carrying out of the Council's functions.

End.

Report Author:

Claire Commons, Committee Services Officer

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PROJECT	Budget 2015/16	Proposed budget 2016/17	REMARKS
Provision of play / recreation equipment	£30,000	£30,000	Currently unused in the 2015/16 budget, maintenance thus far has been undertaken from the maintenance budget.
New Pick-up	£10,000	£0	Replacement vehicle is currently being sought, this budget is expected to be spent by the end of the financial year.
Self-set tree removal the Hangings and Castle Hill	£2,000	£0	(budget cut from £6,000 initial request) Work in progress
Development of Bell Street Toilets	£12,000	£0	(currently £21,500 in capital replacement and £3,000 refurbishment budget) Some maintenance works have been carried out at the Bell Street toilets. Funds should continue to be accumulated in order to provide a replacement fund to protect this asset.
Ground Cover Planting / General Town Planting	£2,000	£2,000	Current year budget is at £1,800 following some expenditure on the Queen Mothers Garden.
14 new litter bins – budget line adjusted to be ‘street furniture’ Expand scope of budget to ‘street and park furniture’	£4,150	£4000	Continue budget allocation for further improvement to the open spaces in the Town. (Budget cut from £8,000 to replace all litter bins in the Town Centre)
Tree Planting	£1,500	£2,000	Requested by Shaftesbury Tree Group. Continue budget allocation to provide an uplift to the open spaces in the Town
Pathways and Cycleways	£0	£10,000	
Railings	£0	£10,000	To replace / uplift the quality of railings within the Town. Could be included within the scope of street furniture and play area improvements
Tourism	£0	£2,000	
Total	£61,650	£60,000	

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**Report to the Meeting of Shaftesbury Town Council's
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in the Council Chamber, High Street, Shaftesbury**

GROUNDS MANAGEMENT PLAN

1. Purpose of Report

To consider for approval a draft Grounds Management Plan and to note the schedule of work for September 2015 to March 2016.

2. Recommendation

That the Committee approves the Grounds Management Plan and notes the schedule of work.

3. Background

- 3.1. The Recreation, Open Spaces and Environment Committee requested that the Grounds Team provide a management plan.
- 3.2. Discussion on the Grounds Management Plan took place over the summer, the Head Groundsman worked with the Chairman of the Committee and the Finance and Services Officer.
- 3.3. The Head Groundsman has worked on a schedule of works to be undertaken between September 2015 and March 2016. (See **Appendices A, B and C**)

4. Financial Implications

There are no financial implications arising directly from this report.

5. Legal Implications

There are no legal implications arising from this report.

End.

Report Author:

Claire Commons

Committee Services Officer

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Grounds Works Schedule

Area	Type of Space	Description of works
Ash Close	Play Area	Grass cut and strimmed fortnightly during summer months.
Wincombe	Play Area	Grass cut and strimmed in play area weekly, other area fortnightly. Perimeter and around equipment is strimmed fortnightly. The hedge is cut twice a year October and March. Soak away is strimmed and cleared three times a year. Trees checked for overhanging branches three times a year and contractor employed if required to carry out large tree work.
Cockrams	Play Area	Grass cut and strimmed fortnightly during summer months. Hedge line trimmed twice a year
St James	Play Area	Grass cut and strimmed fortnightly during summer months.
St James	Allotments	Pathways cut fortnightly and water butts checked
Enmore Green	Play Area	Grass cut and strimmed weekly
Enmore Green	Playing Field	Grass cut and strimmed weekly. Fence line strimmed fortnightly
Castle Hill	Open Space	Grass cut weekly (twice a week if required). Fence line strimmed fortnightly. Paths edged annually
Queen Mothers Garden	Garden	Currently managed by volunteers, grass to be cut and boxed weekly. Flowerbeds weeded and tidied monthly. Hedge cut twice a year. Paths edged annually.
Park Walk	Tarmac Road	Banks strimmed monthly. Grass cut weekly. Flower beds weeded weekly during flowering season. Flower beds cleared and replanted at beginning of season.
Rose Garden	Enclosed Garden	Grass cut weekly and boxed. Flowerbeds weeded weekly and edged fortnightly. Pruning and cutting back of shrubs as required. Main hedge trimmed every three weeks during summer months. Grass area fertilised annually.
Jubilee Steps to Stoney Path	Pathway	Strim 1 meter either side of steps fortnightly and whole area twice a year, after the flowering of the wild flowers. Cut back low hanging branches of trees as required. Carry out visual checks on trees four times a year. Sweep path when required.
Stoney Path	Pathway	Strim either side monthly during the summer. Sweep as required. Cut back low hanging branches of trees and carry out visual checks on trees four times a year.
Snakey 1 and 2	Pathways	Strim and clear paths monthly.
Love Lane		Trees checked for low hanging branches and removed twice a year.
Brionne Gardens	Garden	Grass cut weekly. Flower beds tidied monthly. Shrubs and bushes cut back twice a year.

Area	Type of Space	Description of works
Barton Hill	Open Space and Play Area	Grass cut and strimming fortnightly. Enclosed play area grass cut weekly. Hedge bordering Car Park trimmed monthly, other twice a year. Low overhanging branches of trees removed and checked annually. Hedge from entrance gate along Christy's Lane cut annually by contractor with flail.
Swimming Pool	Outdoor space and garden	Currently managed by volunteers. Grounds to check and maintain in conjunction with volunteers.
Linden Park	Open Space	Grass cut and strimmed fortnightly. Hedge cut twice a year. Trees checked for low branches annually.
Rutter Close	Open Space	Grass cut and strimmed fortnightly. Hedge cut twice a year. Trees Checked for low branches annually
Mampitts	Cemetery	Grass cut and strimmed fortnightly. Hedge cut twice a year. Paths edged annually.
Mampitts	Allotments	Fence line checked four times a year. Hedge cut by contractor annually. Water butt checked.
Trinity Church	Grave Yard	Cut and trim fortnightly, after wild flowers have flowered, paying particular attention to the snowdrops. Remove base growth around Lime Trees twice a year. Remove dead wood annually and edge paths annually.
Boyne Mead	Footpath	Stim and cut monthly. Cut hedge twice a year
Tesco's Corner	Open Space	Cut grass fortnightly
Bray	Allotments	Laurel hedge cut twice a year and water butt checked.
The Hangings	Shrub Land	Works to be carried out by contractor only due to Health and Safety issues
Jeanneau Close	Buffer Strip	New area to us, consultation with residents required. Once under controlled to be maintained annually.
Fair Lane	Buffer Strip	To be cleared and maintained annually
St Johns	Church Yard	Cut back brambles and shrub land twice a year
Tout Hill	Trees	Visual check of trees four times a year. All work to be carried out by contractors due to health and safety.

Daily Tasks carried out by the Grounds Team

6am – 8pm	Clean Bell Street toilets Empty rubbish bins in town including Castle Hill Checking the High Street, Park Lane, area in the front of and around the Town Hall and Park Walk, sweeping if necessary. Plants watered as required
8am onwards	Visual health and safety playground checks. Litter pick play areas and check bins, emptying when required. Clean Bell Street toilets at 11am and 3.30pm

Wednesday 6am-8pm Clean all sweeping zones with mechanical road sweeper.

Ash Close – Play Area and Small Park

Grass cut and strimmed every other week

Wincombe – Large Recreation Ground including an ‘Outdoor Gym’

Play area grass is cut and trimmed weekly during the summer months, the remainder of the grass area is cut every other week.

Strimming around the equipment and perimeter edge is completed every other week.

The hedge is cut twice a year in October and March.

The soak away area is strimmed and maintained three times a year.

Trees checked for overhanging branches

Tasks to be carried out by Grounds Team (September to March)

- Maintenance of all Benches
- Maintenance of all Play Equipment
- Salt Bins to be checked and refilled
- Path edging
- Safety surfaces in play area's to be cleaned of algae, moss etc and repairs to wet pour surfaces carried out if required.
- Hedge Cutting
- Tree Maintenance
- Clearing of Fair Lane Buffer Strip
- Clearing of Soak away at Wincombe
- Clear gutters and down pipes on the Town Hall
- Maintain railings and gate at Cemetery
- Town signage to be checked and cleaned as required.
- Castle Hill – installation of woodland benches
- Maintain and clear perimeter hedge line around Wincombe rec.
- Employ contractor for hedges;
 - Mampitts Lane
 - Christys Lane
 - Coppice Street

**Report to the Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee
to be held at 7.00pm on Tuesday 1st September 2015
in the Council Chamber, High Street, Shaftesbury**

OFFICER REPORT

1. Purpose of Report

To update the Committee on matters relating to the Committee

2. Recommendation

That the report be received and noted.

3. Background

- 3.1. Capacity Issue – The latest recruitment drive proved unsuccessful and the vacancy is to be re-advertised. The HR Committee will be recommending to Full Council to take on an apprentice Groundsperson.
- 3.2. Bell Street Toilets – The contractor is scheduled to finish on 4th October 2015. The Committee is asked to consider whether a similar approach may be required next year in order that the appropriate budget allocations are made.
- 3.3. Public Space Protection Order (PSPO) – This was submitted to the District Council as the responsible body for these orders. They have in turn consulted with the local police to ascertain the level of problems in Barton Hill but at the moment there is not sufficient data to back up the need to progress a PSPO. It is recommended that the Council continues to monitor the situation, ensure that any incidents of vandalism are logged with the police and progress the uplift of the CCTV to ensure that any incidents recorded on CCTV may be provided as evidence.
- 3.4. Benches – Two memorial benches are to be installed at Rutter Close by long term residents of the close.
- 3.5. Native American Powwow – The organisers have cancelled this event due to unforeseen circumstances.
- 3.6. Royal Visit – The Hilltop Litterpickers are meeting with the Grounds Team to provide a joint service to cleaning litter ahead of the Royal Visit on 23rd September 2015.
- 3.7. Possible Service Level Agreement - Verges – Dorset Highways has been reminded of the Clerk's request to initiate discussion on this Council taking on the maintenance of certain verges. The proposals will be brought to the Committee in due course.
- 3.8. Scheduled Ancient Monuments (SAMs) – Officers are investigating with Heritage England (HE) how to get keep Council-owned sites off Heritage at Risk (HAR) register. In a telephone call to HE the Clerk was advised that the sites are not recorded as being formally 'at risk' but their files enabled them to explain the following :
- St John's Churchyard – for some time considerably overgrown. It was used as a public park in the 1980s with benches for people to have lunch. HE recommends

that we cut back the trees and vegetation and restore the grass. This would need SAM consent (Clerk to contact Keith Miller, Inspector). Work to the Yew tree might need a separate form of environmental consent.

- Castle Hill – The site was subject to work under a Monument Management Scheme with Dorset County Council in 2008 and 2009. Bracken has spread – very damaging to archaeology (it has recently been identified as being more damaging than previously thought, it can apparently push a Coke bottle down by two metres). The bracken needs to be removed and prevented from coming back.
- Gold Hill – The HE Officer recommended that the condition of the wall be checked. The wall is an ongoing issue for discussion with NDDC and DCC. (Note: The wall is not owned by this Council, but we have undertaken work previously).

3.9. Trinity Centre – Possible Service Level Agreement – The Town Clerk has received a quotation from the Trinity Centre's gardening team to take over the work currently undertaken by the Grounds Team on part of the grounds. Officers are investigating alternative options and prices.

4. Financial Implications

Financial implications arising from budget considerations shall be presented to the General Management Committee as part of the budget setting process.

5. Legal Implications

None arising directly from this report.

End.

Report Author:

Claire Commons

Committee Services Officer