

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: Jo Francis, Mark Jackson, Lester Taylor, Karen Tippins, Richard Tippins, Lauren 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 14th June 2016 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. Election of Chairman and Vice-Chairman	To elect the Chairman and Vice-Chairman of the Committee from within its members
02. Apologies	To receive and consider for acceptance, apologies for absence
03. 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.
04. Minutes	To confirm as a correct record, the Minutes of the Recreation, Open Spaces and Environment Committee meeting held on 2 nd February 2016.

Agenda Item

05. Playground Inspections

To receive and note the Annual Playground Inspection reports.

Report 0616ROSE05 attached

06. Castle Hill Draft Management Plan

To consider for adoption, the revised Management Plan for Castle Hill.

Report 0616ROSE06 attached

07. Breach Common

To consider report from Shaftesbury Open Spaces

Report 0616ROSE07 attached

08. Donkey Field Orchard

To invite suggested heads of terms for a licence for the Donkey Field Orchard to feed into the Lease Renewal process.

Report 0616ROSE08 attached

09. Officer Report

To receive any correspondence and updates relating to the work of the Committee

Report 0616ROSE10 attached

10. Next meeting of the Committee

1. To confirm 19th July 2016 as the date of the next meeting of the Committee.
2. To identify matters for inclusion on the agenda for the next meeting.

Report 0616ROSE11 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 14th June 2016
in the Council Chamber, High Street, Shaftesbury**

FUTURE MEETINGS OF THE COMMITTEE

1. Purpose of Report

- 1.1. To confirm the date of the next meeting of the Committee.
- 1.2. To identify matters for inclusion on the agenda for the next meeting.

2. Recommendation

That the Committee notes the date of the next meeting of the Committee and identifies matters for inclusion on its agenda.

3. Date of next meeting

The next scheduled meeting of the Committee is 19th July 2016.

4. Items for next meeting

The Committee is requested to consider items for inclusion on the agenda for its next meeting in order to provide sufficient time for matters to be researched and reports written for issue with the agenda papers and in turn provide for greater transparency and informed decision making.

5. Financial Implications

None arising directly from this report.

6. Legal Implications

None arising directly from this report.

End.

Report Author:
Claire Commons
Committee Services Officer

**Report to the General Management Committee of
Shaftesbury Town Council
to be held at 7.00pm on Tuesday 14th June 2016
in the Council Chamber, High Street Shaftesbury**

PLAYGROUND INSPECTIONS REPORT

1. Purpose of Report

To consider the report arising from the recent inspection of the Council's playgrounds and play equipment.

2. Recommendation

That the report and the management responses be noted.

3. Background

3.1 The Council contracts The Play Inspection Company of Ferndown, Dorset to undertake annual inspection of its playgrounds and play equipment in the following locations:

- Ash Close
- Barton Hill Recreation Ground
- Cockrams Play Area
- Enmore Green
- St James' Park
- Wincombe Recreation Ground

3.2 The Council's Grounds Team undertakes daily inspection of the playgrounds and equipment.

4. Results of the Inspection

4.1 The report provided by The Play Inspection Company is provided to Committee members at **Appendix A**. The report uses a Risk Assessment Matrix in which risk is assessed by a scoring mechanism which allocates a score to the probability of the risk occurring and another score to the severity of the potential risk. The two scores are multiplying so as to give a position on the Matrix.

4.2 The highest levels of risk identified were four items of 'Moderate' risk. In summary, the following categories of risks have been recorded:

Ash Close – Only 'Very Low Risk' and 'Low Risk' points identified.

Barton Hill Recreation Ground – Only 'Very Low Risk' and 'Low Risk' points identified.

Cockrams Play Area – Only 'Very Low Risk' and 'Low Risk' points identified.

Enmore Green – Only 'Very Low Risk' and 'Low Risk' points identified.

St James' Park – Mainly 'Very Low Risk' and 'Low Risk' points identified, 3 areas of Moderate Risk identified, all of these have already been corrected

Wincombe Recreation Ground – Mainly 'Very Low Risk' and 'Low Risk' points identified, 1 area of Moderate Risk identified, this has been corrected.

5. Financial Implications

Repairs are scheduled to be carried out within the budget for Playground Repairs and Maintenance.

3 Legal Implications

The Open Spaces Act 1906 s.10 requires Town Councils to maintain open spaces in good and decent state.

End.
Claire Commons
Committee Services Officer

**Report to the Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee
to be held at 7.00pm on Tuesday 14th June 2016
in the Council Chamber, High Street, Shaftesbury**

CASTLE HILL MANAGEMENT PLAN

1. Purpose of Report

To consider for adoption, the revised Management Plan for Castle Hill.

2. Recommendation

That the plan be adopted.

3. Background

3.1. Castle Hill was transferred into the ownership of Shaftesbury Town Council in 2014. The land had previously been maintained by the Dorset Rangers and part of the transfer agreement was that the Rangers would continue to maintain the land until September 2017 in lieu of a Commuted Sum.

3.2. The plan has been prepared by the Rangers in anticipation of continuing with the agreement beyond the agreement with North Dorset District Council and therefore the plan has been put together in consultation with Shaftesbury Town Council and Shaftesbury Open Spaces Group to ensure that it is in accordance with the Town Council's ongoing intention for management of the land.

3.3. The report at **Appendix A** is comprehensive in its history and proposal for future management and takes into account the comments and requests made by the Recreation, Open Spaces and Environment Committee and the Shaftesbury Open Spaces Group. The Committee is asked to consider adoption of the report.

4. Financial Implications

None within the next two financial years.

5. Legal Implications

The Council has the General Power of Competence

Report Author:
Claire Commons
Committee Services Officer

Report to Shaftesbury Town Council

ROSE Committee 14th June 2016

Breach Common - Footpath widening.

1. The part of the common in Breach Lane has not been grazed or managed for several decades and so much of it is reverting to woodland or brambles, nettles and other coarse vegetation. As a result, the public footpaths are frequently blocked by vegetation and are very difficult to navigate in the muddy winter months.
The site is nominally owned by the County Council but subject to the legal rights of the commoners.
2. Unfortunately, there is no longer anyone who coordinates any actions by the commoners, but I have managed to contact them all over the past year, with the help of the legal department in the County Council. In particular, I have asked the commoners if they would have any objections to a scheme to widen the footpaths and create woodland type "rides", of varying width, that will spread the wear and are less likely to be blocked by vegetation. The attached plan indicates the areas to be treated by flail mowing a couple of times a year.
3. The Dorset Wildlife Trust and the Countryside Rangers support the plan and I have had no objections from the commoners. The Countryside Rangers are responsible for rural footpaths but cannot undertake the work as their statutory limit is to only clear to a width of 1.9 metres.
4. The programme of work would need a tractor mounted flail mower making two cuts a year, say, one in late June/ July and an other in October/ November. I am currently getting estimates from a local contractor but would expect the costs to be less than £1,000 in the first year and considerably less thereafter once a lower growing sward is established.
5. The common is a very attractive open space and wild life area and is very popular with local walkers. One of the footpaths is part of the long distance Hardy Way.

Recommendation.

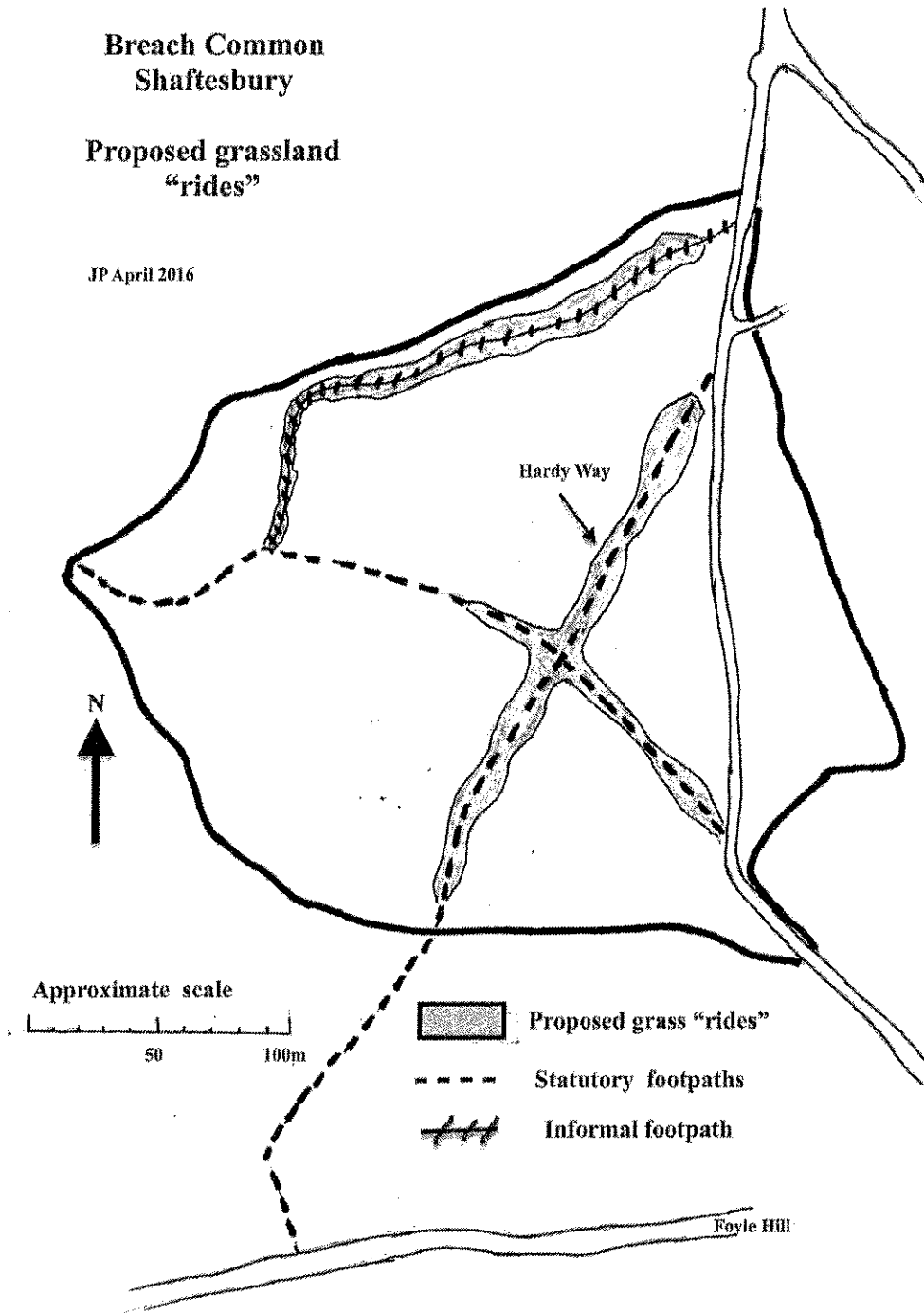
The committee are asked to consider funding the first year of the work, subject to budgetary constraints, in the current financial year for the public amenity and benefit.

John Parker
Shaftesbury District Task Force
Open Spaces Group

**Breach Common
Shaftesbury**

**Proposed grassland
"rides"**

JP April 2016



**Report to the Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee
to be held at 7.00pm on Tuesday 14th June 2016
in the Council Chamber, High Street, Shaftesbury**

DONKEY FIELD ORCHARD

1. Purpose of Report

To invite suggested heads of terms for a licence for the Donkey Field Orchard to feed into the Lease Renewal process.

2. Recommendation

That draft terms be put forward for a licence for the mutual benefit of Shaftesbury Town Council and the Donkey Field Orchard.

3. Background

- 3.1. The Donkey Field has had a lease with Shaftesbury Town Council since 2009. A copy of the lease is at **Appendix A**.
- 3.2. Councillor K Tippins met with members of The Donkey Field Orchard and it is understood that they would prefer a more informal relationship with the Town Council and suggest a licence would be a more fitting agreement.
- 3.3. The Committee is asked to consider what terms it would require of the Donkey Field Orchard in pursuance of this.
- 3.4. The Town Clerk has already been tasked with reviewing a number of leases for the Town Council. The suggested terms arising from this meeting can be fed into that process so that the appropriate agreement can be drawn up.

4. Financial Implications

There will be cost implications to drawing up a licence as outlined in the report which will be met from the Legal and Professional budget line.

5. Legal Implications

The Council has the General Power of Competence

Report Author:
Claire Commons
Committee Services Officer

**Report to the Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee
to be held at 7.00pm on Tuesday 14th June 2016
in the Council Chamber, High Street, Shaftesbury**

OFFICER REPORT

1. Purpose of Report

To update the Committee on matters within its remit.

2. Recommendation

That the report be received and noted:

3. Details

- 3.1. Historic England - Visit – Two Officers from Historic England (HE) visited St John's Churchyard ('The Bury Litton') on 27th April to discuss its future with representatives of the Open Spaces Group, the Tree Group and the Town Clerk. After visiting that site, they took the opportunity to visit Castle Hill. The HE Officers were keen to work with the Council and the volunteer groups to rebuild relationships. The HE Officers suggested that we jointly work on 'short and simple' Management Plans for all of our Scheduled Ancient Monuments and, if joint working was to continue, they could help by leading on applications to the Heritage Lottery Fund. The Clerk was able to relay that Task Force was keen to promote the Tesco 'Bags of Help' grant scheme as match-funding. As this coincided with the end of the Council Year, subsequent discussion has been led by the Open Spaces Group and is expected to come back to this Committee in due course.
- 3.2. Wincombe Recreation Ground –
- Proludic Repair Costs - 2013-2014 £1,890, 2014-15 £2,517, 2015-16 £1,171. The Office Team agrees that this equipment is costly and inconvenient to replace, because it is not compatible with UK suppliers. Also, delivery costs are very high compared to other suppliers because they come from France. We will look at alternative supplier when considering full replacement. .
 - Lining out the Football pitch – there has not previously been a pitch marked out in Wincombe Recreation Ground, just the positioning of the goalposts about five years ago. Officers will investigate the cost of having a football pitch marked out. Consideration should be given to whether painting a football pitch will limit the use of the ground currently enjoyed by dog walkers, kite flyers, remote control cars, cricket, golf etc.
- 3.3. New Groundsperson – Interviews for a new Groundsperson were held on 18th April 2016. Mr Andrew Flitcroft has been appointed and comes to us with a good background in horticulture.
- 3.4. Rose Garden, Park Walk – The Grounds Team has already started work. The hedge has been cut and will be reduced in height gradually.
- 3.5. St Lawrence Pathway – this path is not the responsibility of the Town Council, it is understood that when the development in this area was built, there were many paths between houses / streets and they remain unadopted and are not official footpaths.

- 3.6. Stoney path. Strimmed last week, more work to do to complete but not being able to use weed killer is causing problems not being able to keep them under control.
- 3.7. Castle Hill Railings – Repainting is scheduled to start in July.
- 3.8. Painting of Ash Close Play Area – Quotes are being sought for this work.
- 3.9. Cockrams – The Grounds Team has reviewed the request to remove the wall. The fence however is of concern due to the position of the support stay. There is the potential that the whole wire fence surrounding could become loose.
- 3.10. Grass Cutting. – The first cut of the year always leaves a larger amount of grass cuttings in clumps due to the wetness and length of the grass. As the cuts increase in frequency, this problem is reduced significantly. Members may like to look at the verges cut recently to see the improvement. It should be noted that the roundabouts have only just been passed to the Town Council and did not receive an initial cut by Dorset County Council before their transfer creating additional length to be addressed by the Town Council's Grounds Team on the first cut. The paths are swept but the road is left because it is too dangerous to sweep in the road. Grass clippings will be reduced with the frequency of cuts.
- 3.11. The Head Groundsman Report. – The team is under significant pressure due to;
 - Preparatory work for re-opening the swimming pool
 - High growth due to weather
 - Taking on the verges and roundabouts
 - Additional manual labour due to no longer using glyphosates
 - Sickness / holiday

The team is planning to carry out a deep clean of the Town w/c 20th June 2016.

4. Financial Implications

None arising directly from this report.

5. Legal Implications

The Council has the General Power of Competence

End.

Report Author:
Stephen Holley
Town Clerk