



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

Councillors: Karen Tippins (Chair), Lester Taylor (Vice-Chair), Jo Francis, Mark Jackson, 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 19th July 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. 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 confirm as a correct record, the minutes of the previous meeting of the Committee held on Tuesday 14 th June 2016.
04. Chairman's Announcements	To receive a verbal report from the Chairman on matters relating to the work of the Committee

Agenda Item	
05. Head Groundsman's Update	p3
To receive verbal report from Head Groundsman	
06. Castle Hill Management Plan	p3
To receive any further comments from the Shaftesbury Open Spaces Group on the Castle Hill Management Plan.	
Report 0716ROSE06	
07. Jubilee Path	p4
To approve the improvement and maintenance plan for Jubilee Path.	
Report 0716ROSE07	
08. Donkey Field Agreement	p7
To invite suggested heads of terms for a licence or lease agreement for the Donkey Field Orchard to feed into the Lease Renewal process	
Report 0716ROSE08	
09. Planting	p8
To note options for providing municipal planting and identify key areas of the town for this.	
Report 0716ROSE09	
10. Weed Control	p9
To consider options for the Town Council's grounds team in relation to weed control.	
Report 0716ROSE10	
11. Shaftesbury's Play and Recreation Grounds	p11
Feedback from site visit	
Report 0716ROSE11	
12. Officer Report	p13
To receive any correspondence and updates relating to the work of the Committee.	
Report 0716ROSE12	
13. Future Meetings of the Committee	p14
1. To confirm the date of the next meeting of the Committee	
2. To identify matters for inclusion on the agenda for the next meeting.	
Report 0716ROSE13	

(End)

**Report to the Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee
to be held at 7.00pm on Tuesday 19th July 2016
in the Council Chamber, High Street, Shaftesbury**

Castle Hill Management Plan

1. Purpose of Report

To receive any further comments from the Shaftesbury Open Spaces Group on the Castle Hill Management Plan.

2. Recommendation

That the comments be noted and form part of an annual review of the plan.

3. Background

- 3.1. At its meeting on 14th June 2016, the Committee resolved to adopt the Castle Hill Management Plan with any additional comments being received by the Open Spaces Group and an annual review of the plan undertaken (R06 refers).
- 3.2. At the time of writing, no comments have been received. Any received between now and the date of the meeting will be provided to members for consideration to be fed into the annual review of the plan.

4. Financial Implications

There are no financial implications arising from this report.

5. Legal Implications

- 5.1. There are no legal implications arising from this report

End.

Report Author:

Claire Commons

Committee Services Officer

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

Jubilee Path

1. Purpose of Report

To consider improvement and maintenance plan for Jubilee Path and proceed to obtaining estimates.

2. Recommendation

To approve the improvement and maintenance plan for Jubilee Path.

3. Background

- 3.1. On 2nd February 2016 the Committee agreed to carry out work to Jubilee path and Pine Walk, broken into three parts (R91 refers).
- 3.2. On 9th February 2016 Council agreed that a new management plan should be prepared for the Council, it was RESOLVED to authorise the Clerk to spend up to £2,000 on urgent 'tidy up' work leaving £6,000 for the remaining work (FC126 refers). This resolution was subsequently amended to show £6,890 remaining and the £2,000 for painting to come from Playground Repairs (FC144 refers). £8,000 was therefore carried forward at the end of 2015/16 financial year.
- 3.3. Shaftesbury Open Spaces Group have prepared a proposal for improvement and maintenance of Jubilee Path and extending into St James' Park, this is at **Appendix A**.

4. Financial Implications

Reserves carried forward from 2015/16 for this project	£8,000
Estimated expenditure outlined in Appendix A	<u>£6,800</u>
Budget remaining	<u>£1,200</u>

- 4.1. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.
- 4.2. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

5. Legal Implications

The Town Council has the Power of General Competence.

Report Author:
Claire Commons, Committee Services Officer

Renovation of the Jubilee steps.

The steep slopes of the St James Park are very difficult to maintain as they are generally too steep for normal machinery and, for safety reasons, any major works have to be left to properly experienced contractors. As a result, the banking around the steps and the banks on either side, have only had very minimal attention and now support a vigorous stand of nettles and brambles. This gives an appearance of neglect for much of the year and the programme below is suggested as a means of improving the appearance of the area, and making it a more fitting adjunct for the prestigious Park Walk, as well as for the benefit of the many users of the pathway.

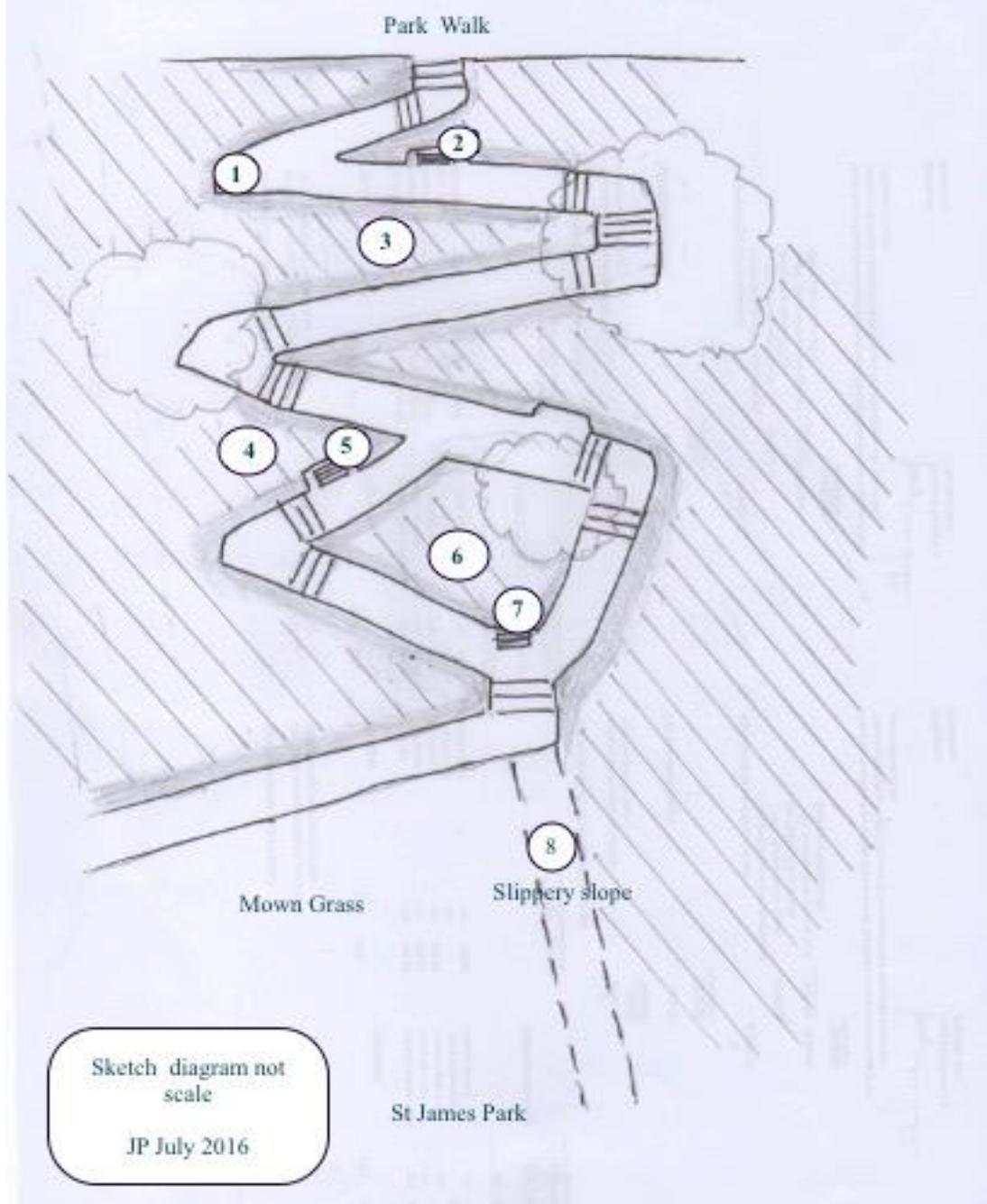
1. **Banks immediately next to the path way** (within about 1.5 metres and shaded light grey on the attached plan)
 - Regularly strim, say, up to 6 times a year, by the Council's grounds staff or general contractor to encourage a sparse low growing sward.
 - Construct low, rock faced, retaining walls at positions 1, 2, 5 and 7 on the plan to prevent soil erosion and ease maintenance behind park benches
 - Where appropriate, and particularly on the south facing banks, plant a range of low growing natural plants, such as primroses and snowdrops. This may be an attractive task of local volunteers.
2. **Wider area of banks** up 5 metres on either side of the pathways. (Hatched area on the plan)
 - Cut or flail the rank nettles and brambles up to 3 times a year to encourage a lower growing sward. This will need a specialist contractor with the appropriate equipment for work on steep banks.
 - In subsequent years it may be possible to develop a sward of lower growing wild flower species
3. **Tree works.**
 - Remove the dead trees at positions 4 and 6 on the plan.
 - Thin out the scrub growth at position 3 to retain 4 or 5 single stems
4. **Park bench.**
 - Install a new park bench at position 1 on the plan.
5. **Pathway extension**
 - Construct a new section of pathway, 8, from the base of the zigzag path towards the gateway onto St James Street. (The present steep path can become muddy and dangerous in the wet weather)

Recommendations.

The committee are asked to consider the above proposals so that, if they are approved, detailed cost estimates can be obtained within the budget provision of £6,800 in the current year.

John Parker
Shaftesbury District Task Force
Open spaces Group

Draft proposals for the Jubilee Path



**Report to the Meeting of Shaftesbury Town Council's
Planning and Highways Committee
to be held at 7.00pm on Tuesday 5th July 2016
in the Council Chamber, High Street, Shaftesbury**

Donkey Field Agreement

1. Purpose of Report

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

2. Recommendation

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

3. Background

- 3.1. At a meeting of the Council on 15 March it was agreed that the Clerk be authorised to commence negotiations for the renewal of the lease with the Donkey Field Orchard, due on 11th August 2016, for a further period of seven years, on the same terms and conditions as at present.
- 3.2. At a meeting of the ROSE Committee on 14 June the Chair reported that she had met with members of the Open Spaces Group and The Donkey Field Orchard and understood that they would like the opportunity for a less formal relationship. It was agreed to investigate the Bridport model as an example of a similar arrangement working well.
- 3.3. The Donkey Field Orchard group have been invited to put their thoughts forward for a preferred agreement, this will be provided to the Committee as soon as it is available.
- 3.4. Bridport Town Council has been contacted in relation to the 'Bridport Model' and a response is awaited.
- 3.5. The existing Lease was provided to members with the supporting papers for the Committee meeting of the 14th June, members are asked to refer back to those papers to reference the current lease.

4. Financial Implications

There are no financial implications arising from this report. Any financial implications arising from proposed Heads of Terms will be reported to Council for consideration prior to granting a deed.

5. Legal Implications

A legal deed (whether in the form of a licence or a lease) shall not be executed on behalf of the Council unless authorised by a resolution. (Standing Order 22 refers).

End.

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 19th July 2016
in the Council Chamber, High Street, Shaftesbury**

Planting

1. Purpose of Report

To consider ideas for planting in Shaftesbury.

2. Recommendation

To note options for providing municipal planting and identify key areas of the town for this.

3. Background

- 3.1. At the Committee meeting of 14th June 2016 it was asked that Plant Suggestions be included for consideration on 19th July 2016.
- 3.2. The Chair of the Committee has suggested looking at www.plantscapeuk.com as examples of how to 'brighten' up both Coppice St Corner and also the Welcome Signs into Shaftesbury. Officers have also sought prices from www.geviews.co.uk and costs are detailed at 3.3 below

3.3. Suggested items by the Chair were

- Barrier Baskets (£80)
- Holestar Planters (£925 although a pagoda planter would be £575)
- Flower Towers (£80)
- Welcome Sign Planters (cost dependent on finish)

4. Financial Implications

5.1. Reserves carried forward from 2015/16 for this project	£1,810.00
Addition in 2016/17 Budget	£2,000
Expenditure 2016/17	<u>£634.97</u>
Remaining	<u>£3,175.03</u>

- 5.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
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5. Legal Implications

The Town Council has the Power of General Competence.

End.

Report Author: Claire Commons
Committee Services Officer

**Report to the Meeting of Shaftesbury Town Council's
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Weed Control

1. Purpose of Report

To consider options for weed control without using glyphosates.

2. Recommendation

To purchase 2 hot rods and recommend to Council the purchase of a Weed Ripper.

3. Background

3.1. At its meeting on 14th June 2016 the Committee asked for further details about the cost of alternative weed control devices (R09 refers). The following items have been identified;

3.2. Hot water/foam steam weeding device

- A considerable outlay in the region of £25000
- Limited places that it can be used due to large volume of water required to operate machine, would only be able to be used in areas that were excess able with the van.

3.3. Weed Ripper

- Environmental Weed Control - A friendly alternative to spraying
- As weed control changes, many sprays have been discontinued, new ways need to be found to control weeds on hard surfaces. To accommodate these changes, we have for several years imported the Nimos range of mechanical Weed Ripping machines. These have the benefit of not only removing the weeds but also the detritus which forms the seed beds for later growth.
- Optional heads for these machines include fine metal bristle brushes which are excellent for less robust surfaces such as block paving where moss is a big problem.

3.3.1. Mosquito

- The Mosquito by Nimos is a pedestrian controlled Weed Ripper, ideal for back edges, pathways etc. and can also be used with alternative brushes for removal of moss etc. on block paving and other sensitive surfaces.
- The Mosquito has the benefit in that it removes detritus as well as weeds, so removing the bed in which new weeds will grow, it also gives an instantaneous effect in that weeds are gone rather than dying and remaining in-situ as with spraying.



3.3.2. Mosquito c/w Fine Brush

- The Mosquito c/w fine metal brush is the ideal machine for cleaning moss from block paving, tarmac etc. Running at a low speed this machine causes minimal disruption to

the more sensitive areas and is very effective at cleaning block paving etc. from both large and small areas without the need for re sanding. It also removes moss from tarmac without disturbing the surface and is good for some back edges and kerb sides where weed growth isn't huge.

3.4. Areas where the Weed Ripper could be used in Shaftesbury

Cobbles around the town hall

Paving area by swimming pool

All path ways

Throughout the town along the pavements/edge of road

Park Walk

Removing moss/algae from wet pour /tarmac in play areas

Removing moss/algae from underneath benches

Would be beneficial in the future should further verge work be taken on and for Castle Hill pathways.

Safer to use throughout the town than a strimmer

3.5. Butane Gas Weed Wand – includes 4 gas canisters

- Kills the weeds with a blast of intense heat.
- Suitable for killing single weeds.
- Two required
- For larger areas a paraffin weed flame burner can be hired locally at a cost of £10 per day or a twin head gas lance (gas extra) at £9.50 per day.

4. Financial Implications

4.1. Reserves carried forward from 2015/16 for this item	£0
Addition in 2016/17 Budget (Grounds Equipment reserves).....	£5,000
Expenditure 2016/17	<u>£00.00</u>
Remaining	<u>£5,000</u>
Weed Ripper	£3,589
Weed Wand (£14.95 each).....	<u>£29.90</u>
Remaining if purchase as above	<u>£1,381.10</u>

4.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

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5. Legal Implications

The Town Council has the Power of General Competence.

End.

Report Author: Claire Commons
Committee Services Officer

**Report to the Meeting of Shaftesbury Town Council's
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Shaftesbury's Play and Recreation Grounds

1. Purpose of Report

To consider improvements to the town's recreation areas.

2. Recommendation

- 2.1. To resolve expenditure for repair items
- 2.2. To consider options for obtaining estimates for improvement proposals.

3. Background

- 3.1. The following items are to be considered for expenditure from the Playground Repairs and Maintenance Budget:
- 3.2. Ash Close Equipment and barriers - Painting to be contracted out, price awaited.
- 3.3. Enmore Green Play Area - Secure 2 Ledon Spring Mobiles and patch wetpour following the repair. £315.50
- 3.4. St James Street Play Area - Secure 2 Ledon Spring Mobiles, allowing to patch the Black EPDM wetpour following the repair. £315.50.
- 3.5. St James Supply and fit a new compression unit to the Gull Wing See-Saw. £504.00
- 3.6. Wincombe Recreation Ground 2 new baby seats £87 each - (replacing with non-Proludic)
- 3.7. Wincombe Recreation Ground New cable way £52
- 3.8. Wincombe Recreation Ground Slide Price awaited
- 3.9. The following items are to be considered for expenditure from the Playground Reserves and Capital Budget:
- 3.10. Ash Close Slide – The original slide was removed due to the frame being beyond repair. The process of dismantling required the slide itself to be cut and therefore it could not be reinstalled onto a new frame. The Committee is asked to consider purchase of a new slide in order to provide for the older children. The Council would be looking at expenditure in the region of £6,500 + VAT to provide this piece of equipment.
- 3.11. Cockrams – site meeting with Head Groundsman. The Chair and Head Groundsman will speak to this item.



3.12. Wincombe Recreation Ground – football lines, the Committee was to carry out a site visit. Members to provide a verbal report.

4. **Financial Implications**

5.1. 2016/17 Budget (Playground Repairs and Maintenance).....	£4,500.00
Expenditure 2016/17	<u>£462.07</u>
Remaining	<u>£4,037.93</u>
Expenditure identified in 3.2 – 3.8 above.....	<u>£1,361.00¹</u>
Remaining if purchase as above	<u>£2,676.93</u>
5.2. Reserves carried forward from 2015/16 (Playground Equipment)	£26,987
Addition in 2016/17 Budget (Grounds Equipment reserves).....	£10,000
Expenditure 2016/17	<u>£25,500</u>
Remaining	<u>£11,487</u>
Expenditure identified in 3.10 above.....	<u>£6,500</u>
Remaining if purchase as above	<u>£4,987</u>

- 5.3. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
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5. **Legal Implications**

There are no legal implications arising from this report.

End.

Report Author: Claire Commons
Committee Services Officer

¹ Note, costs are still awaited for painting of Ash Close and the replacement sides to the slide at Wincombe.

**Report to the Meeting of Shaftesbury Town Council's
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Officer Report

1. Purpose of Report

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

2. Recommendation

That the Committee receives and notes the report.

3. Updates

- 3.1. 85% of the actions from play inspection report have now been carried out.
- 3.2. Following complaints received at the Town Hall, Officers are writing to betting shop on the High Street regarding cigarette ends asking that they ensure the bin is emptied frequently to avoid littering the pavement.
- 3.3. A30 allotments – Transfer of this piece of land has been progressing however, the District Council is now looking at providing a 99-year leasehold rather than freehold. Officers are looking into the original proposal from North Dorset and will report back to the Council accordingly.
- 3.4. The Town Hall has been made aware of some comments relating to weeds on Gold Hill and Gold Hill Wall. Damage can be caused both to the cobbles and the wall if the weeds are hand pulled. Historically Dorset County Council has sprayed this area but they are sensitive to Shaftesbury's desire to not use glyphosates and have therefore not carried out that work pending further discussion with the Town Council on how to proceed.
- 3.5. An issue with a long standing underworked plot at the St James allotments has been resolved and has now been split into two and is being worked by enthusiastic allotmenters.

4. Financial Implications

None arising directly from this report.

5. Legal Implications

None arising directly from this report.

End.

Report Author:
Claire Commons
Committee Services Officer

**Report to the Meeting of Shaftesbury Town Council's
Planning and Highways Committee
to be held at 7.00pm on Tuesday 5th July 2016
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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 20th September 2016

4. Items for next meeting

- 4.1. 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.
- 4.2. Consideration should be given to the purpose of any subject for inclusion, an indication of what is hoped can be achieved by the item will help to focus the report and subsequent debate and avoid general discussion.

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