



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee,
Councillors: Hall (Chair), Proctor (Vice-Chair), Brown, Jackson, Taylor, 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 February 2017 in the Council Chamber,
Shaftesbury Town Hall**

For the transaction of the business shown on the agenda below.

Claire Commons

Interim Deputy 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 10 th January 2017.

Agenda Item		
04.	Mampitts Lane Community Open Space To consider public engagement in identifying options for use of the Community Land at Mampitts Lane.	p3 Report 0217ROSE04
05.	Jubilee Path To consider options for provision of a path at the bottom of Jubilee Path, St James Park.	p5 Report 0217ROSE05
06.	Memorial Trees – in memory of Rachel Caldwell To consider the request for a memorial tree at Park Walk's Abbey Garden.	p8 Report 0217ROSE06
07.	Castle Hill Management Plan To consider the draft management plan for Castle Hill for adoption.	p10 Report 0217ROSE07
08.	Swimming Pool To consider request for improvements to the Swimming Pool ahead of the 2017 season.	p11 Report 0217ROSE08
09.	Officer Report and Future Meetings of the Committee To receive any correspondence and updates relating to the work of the Committee, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.	p13 Report 0217ROSE09

(End)

**Report 0217ROSE to a Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee,
to be held at 7.00pm on Tuesday 14th February 2017 in the Council
Chamber, Shaftesbury Town Hall**

Mampitts Lane Community Open Space

1. Purpose of Report

To consider public engagement in identifying options for use of the Community Land at Mampitts Lane.

2. Recommendation

- 2.1. That the Committee commences a public consultation exercise to identify desired uses for the Community Land at Mampitts Lane.

3. Background

- 3.1. At its meeting of 10th January 2017, the Committee considered a design proposal for a play area at Mampitts Lane, no further action was determined at that point. Minute R52 refers.
- 3.2. The development for phases 6 and 7 of the development East of Shaftesbury which is adjacent to the Community Land has been approved by the Planning Authority which will place an even greater demand for community open space.
- 3.3. Public engagement is strongly recommended to identify the desired uses for the land. Such options as equipped area of play, dementia friendly gardens or other sensory gardens, a food forest/open orchard (<http://openorchard.weebly.com> or <http://beaconfoodforest.org/> for examples) bushes or a teen and young adult facility/hangout may be suggested to prompt ideas forward from the community.
- 3.4. Consultation approaches could include; A public meeting, Questionnaires in available from the Town Hall and the library, sent home through the schools and online via Survey Monkey or similar facility, a gazebo set up in the area for a weekend, articles on social media and the website as well as local newspapers. The Consultation should run for approximately 2 weeks and members' engagement will help ensure that everyone has someone to talk to about it.

4. Financial Implications

- 4.1. Initial public engagement can be accommodated within the general running costs. Any requests for engaging professional services for public consultation will need to be costed and brought back to the Committee for consideration.

5. Legal Implications

- 5.1. The Town Council has the Power of General Competence.

6. Risks

- 6.1. There is a risk in not engaging with the public to provide facilities which meet the needs and wishes of the Community.

- 6.2. An independent consultation is already underway which presents a reputational risk to the Council of people thinking that a formal consultation has already happened and not engaging with the Council's consultation or feeling 'consultation fatigue'. A consultation with greater breadth may help to mitigate this risk.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0217ROSE05 to a Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee,
to be held at 7.00pm on Tuesday 14th February 2017 in the Council
Chamber, Shaftesbury Town Hall**

Jubilee Path

1. Purpose of Report

To consider options for provision of a path at the bottom of Jubilee Path, St James Park.

2. Recommendation

- 2.1. That the Committee determines a scope for obtaining estimates for providing a path at the bottom of Jubilee Path, St James' Park.

3. Background

- 3.1. At its meeting on 19th July 2016, the ROSE Committee resolved to undertake elements 1, 2 and 3 of a plan for improvements to Jubilee Path. (Minute R17 and report 0716ROSE07 refer). Work on the tree and clearing the vegetation has been undertaken, the Committee is now invited to consider the preferred options for providing a path (element 5 of the plan) in the light of the work already undertaken. The original proposed plan is provided for ease of reference at **Appendix A**.
- 3.2. The low walls identified in element 1 of the plan have not yet been undertaken. The Committee is asked to review the requirement for the walls.
- 3.3. The Committee is asked to consider its preference for a path from Jubilee Steps to the bottom of St James' Park to enable comparative estimates to be obtained. As a guide, a path excavated, edged with wood and covered with gravel or scalping will cost in the region of £3,000 - £4,500

4. Financial Implications

- 4.1. There are no financial implications arising from this report. The budget figures are outlined below to give an indication of the funds available for completion of the project in order to inform the scope.

4.2. Project budget	£8,000
Expenditure on elements 1 – 3 (minus low walls).....	-£3,680
Budget remaining	£4,320

5. Legal Implications

- 5.1. The Town Council has the Power of General Competence.

6. Risks

- 6.1. There is a risk of not delivering the Council's preferred options if a scope is not identified for requesting estimates.

(End)

Report Author:

Claire Commons, Interim Deputy Town Clerk

Appendix A.

Shaftesbury Town Council ROSE Committee July 2016.

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.

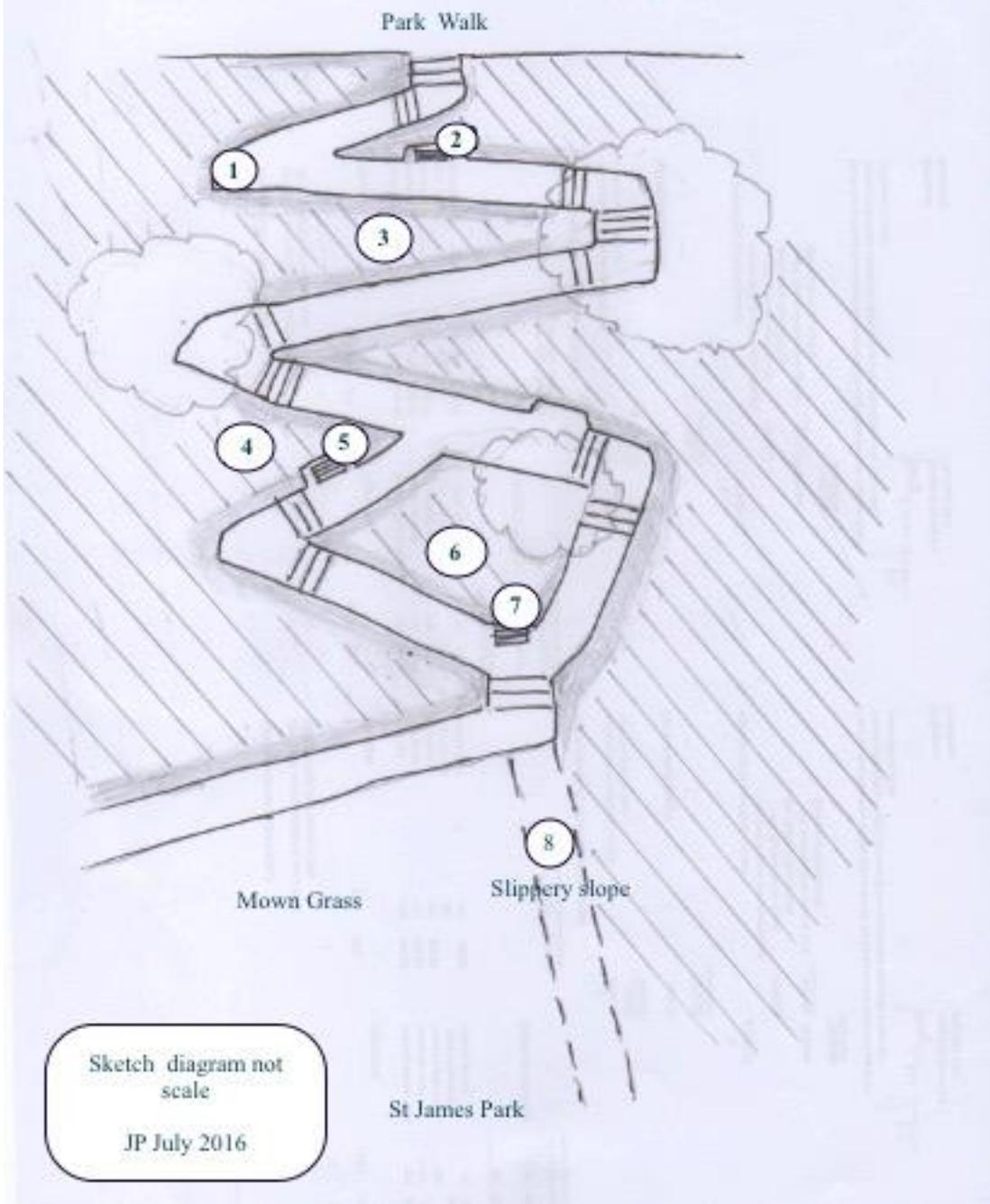
1. **Banks immediately next to the path way** (within about 1.5 metres and shaded light grey on the attached plan)
 - Regularly strim, say, up to 6 times a year, by the Council's grounds staff or general contractor to encourage a sparse low growing sward.
 - Construct low, rock faced, retaining walls 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 0217ROSE06 to a Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee,
to be held at 7.00pm on Tuesday 14th February 2017 in the Council
Chamber, Shaftesbury Town Hall**

Memorial Trees – in memory of Rachel Caldwell

1. Purpose of Report

To consider the request for a memorial tree at Park Walk's Abbey Garden.

2. Recommendation

- 2.1. That permission be sought from Historic England for planting a tree within the scheduled ancient monument site of Shaftesbury Abbey.
- 2.2. That the Committee grants permission for a memorial tree for Mrs Rachel Caldwell subject to permission being granted from Historic England, or identifies an alternative location.

3. Background

- 3.1. The Shaftesbury Tree Group are coordinating the purchasing and planting of a memorial tree(s) in memory of Mrs Rachel Caldwell. The group writes;

Rachel's family's preference is for a tree to be planted along Park Walk. Abbey Gardens seems an ideal spot for some trees as a foil to the building and compost bins. Two groups of three birches have been recommended here. Silver birches are small, elegant trees with light foliage.

We should be grateful if you could put this on the ROSE agenda - we should like to seek permission to plant here in principle. We have yet to confirm this as the preferred location with the Royal British Legion and others involved.



- 3.2. The area identified by orange hatching in the image below is a Scheduled Ancient Monument and permission for the planting must be received from them.



- 3.3. In anticipation of permission being denied, the Committee is asked to consider alternative locations for planting.

4. Financial Implications

- 4.1. There are no financial implications arising from this report.

5. Legal Implications

- 5.1. The proposed area is a Conservation Area and a Scheduled Ancient Monument.
5.2. The Town Council has the Power of General Competence.

6. Risks

- 6.1. There is a significant risk of litigation if planting took place without permission.
6.2. There is a risk of damage to historic artefacts from the roots of trees.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0217ROSE07 to a Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee,
to be held at 7.00pm on Tuesday 14th February 2017 in the Council
Chamber, Shaftesbury Town Hall**

Castle Hill Management Plan

1. Purpose of Report

To consider the draft management plan for Castle Hill for adoption.

2. Recommendation

2.1. That the Castle Hill management plan be adopted.

3. Background

3.1. At its meeting of 19th July 2016, the Committee considered the draft management plan for Castle Hill. Debate took place regarding the work being undertaken but the plan was not adopted (minute R16 refers).

3.2. The area is currently being maintained by the Countryside Rangers as part of a service level agreement with North Dorset District Council in lieu of a commuted sum for the maintenance of the area when it was transferred to the Town Council in August 2014.

3.3. The management plan covers the period 2016 – 2021 and the associated costs are detailed within the plan. A separate report will be provided to the Committee to determine how the area will be managed from October 2017.

4. Financial Implications

4.1. There are no financial implications arising from this report. A separate report will be provided to the Committee as outlined in 3.3 above.

5. Legal Implications

5.1. The Town Council has the Power of General Competence.

6. Risks

6.1. There is a risk to service delivery of the maintenance of Castle Hill if the plan is not adopted.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0217ROSE08 to a Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee,
to be held at 7.00pm on Tuesday 14th February 2017 in the Council
Chamber, Shaftesbury Town Hall**

Swimming Pool

1. Purpose of Report

To consider request for improvements to the Swimming Pool ahead of the 2017 season.

2. Recommendation

2.1. That the items detailed in the report are purchased ahead of the 2017 season.

3. Background

3.1. The Pool Manager has identified items for the Shaftesbury Pool ahead of the 2017. These are capital purchases which will improve the asset.

Item	Source	Cost	Quantity	Total
PA System To enable music to be played for parties and events	2 options	Max £600	1	£600.00
Dolphin Wave 100 Commercial Pool Cleaner To save labour and intensive cleaning of the pool	PoolMarket.co.uk	£2,350.00	1	£2,084.00
Dyson Airblade V Hand Dryer To save on paper towels. Demonstrable cost saving	Direct365.co.uk	495.00	2	£990.00
Bathroom Hair dryer For ladies changing room	Direct365.co.uk	£119.40	1	£99.50
Exposed Push-Button Shower To conserve water, replacement for existing showers	Plumbware.co.uk	£162.00	2	£324.00
Non-Concussive Taps To conserve water, replacement for existing taps	Plumbware.co.uk	£39.00	2	£78.00
TOTAL				£78.00

4. Financial Implications

4.1. Earmarked Reserves for the pool..... £17,077
 Recommended transfer to running costs for 2017..... - £2,000
 Estimated expenditure outlined in Appendix A/above..... - £4,175.50
Budget remaining **£3,200**

- 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:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £2,500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,500.
- 4.3. Comparative quotes have been received on the options listed, the prices provided are the cheapest available. Members may ask to see the comparisons before determining on this item.

5. Legal Implications

- 5.1. The Town Council has the Power of General Competence.

6. Risks

- 6.1. There is a risk to the viability of the operation of the pool if it is not maintained to an acceptable standard.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0217ROSE09 to a Meeting of Shaftesbury Town Council's
Recreation, Open Spaces and Environment Committee,
to be held at 7.00pm on Tuesday 14th February 2017 in the Council
Chamber, Shaftesbury Town Hall**

Officer Report and Future Meetings of the Committee

1. Purpose of Report

To receive any correspondence and updates relating to the work of the Committee, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.

2. Recommendation

2.1. That the Committee notes the report and the date of its next meeting.

2.2. That the Committee identifies matters for inclusion on its next agenda(s).

3. Updates

3.1. Snowdrops. The Grounds Team have planted 150 snowdrop clumps ahead of the start of the 2017 Snowdrop Festival.



3.2. Skate Park. Raddii Ramps will be carrying out an annual inspection and repairs on Thursday 8th February 2017. This inspection is in addition to the annual play inspection and provides a bespoke service for specialist equipment.

- 3.3. Hearing Loop. A site visit has been carried by a specialist to determine the suitability of the Council Chamber and Guildhall for the hard of hearing. Initial outcomes demonstrate that the loop system in the Council Chamber is lacking an audio input and even with such an input, is likely to be inadequate for the Council's needs. The Guildhall has a suitable PA and Loop system however there is no evidence of a loop wire extending around the hall. A full report will be provided outlining options for improving both facilities. It was also recommended that the speakers in the Guildhall are relocated to the opposite side of the room so that sound is projected forward.
- 3.4. Trinity Centre. Work on pollarding the limes has been commissioned and will be undertaken shortly to bring their maintenance into the same schedule as the trees under the responsibility of the Trinity Centre Trust.
- 3.5. Jubilee Steps. The slopes adjacent to Jubilee Steps have been cleared and the identified trees removed. The office has received compliments from the public for the work that has been carried out.



Before



After



3.6. Bury Litton. A contractor has been commissioned to undertake works at Bury Litton (St John's Churchyard) pending authorisation from Historic England and North Dorset District Council.

3.7. Hedges. The bank at the top of Tout Hill, and the hedges at Wincombe recreation ground, Coppice Street, Barton Hill and Mampitts Road have been flailed.

4. Correspondence

The following items of correspondence have been received;

4.1. 02/02/2017, request for maintenance of Salisbury Street Green to be considered by the Council. Further enquiries are being made of the County Council and a full report for consideration by the Committee will be provided in due course.

5. Date of next meeting

5.1. The next scheduled meeting of the Committee is 21st March 2017

6. Items for next meeting

6.1. 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.

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

6.3. Items already noted for consideration are;

- Cockrams play equipment
- Brionne Garden
- Castle Hill Mound

7. Financial Implications

There are no financial implications arising from this report

8. Legal Implications

There are no legal implications arising from this report

9. Risks

There are no risks identified from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk