



## SHAFTESBURY TOWN COUNCIL

# RECREATION, OPEN SPACES AND ENVIRONMENT (ROSE) COMMITTEE MEETING

You are summoned to attend a meeting of the Recreation, Open Spaces and Environment Committee which will be held in the Mayor's Parlour, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 10<sup>th</sup> June 2014 commencing at 7:00pm at which your attendance is required.

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Wednesday 4<sup>th</sup> June 2014

**TO MEMBERS OF THE ROSE COMMITTEE:** Councillors S Clinch, W Harvey, M Hicks, M Madgwick, K Tippins and R Tippins.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: the three aims of the general duty of the Public Sector Equality Duty (eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, advance equality of opportunity between people from different groups and foster good relations between people from different groups), Crime and Disorder, Health and Safety and Human Rights.

### AGENDA

#### **PART 1 (PUBLIC ITEMS)**

##### **1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

- a) To elect a Chairman of the Recreation, Open Spaces and Environment Committee for the municipal year 2014/2015
- b) To Elect a Vice-Chairman of the Recreation, Open Spaces and Environment Committee for the municipal year 2014/2015

##### **2. APOLOGIES**

To receive and consider for acceptance, apologies from those unable to attend.

##### **3. DECLARATION OF INTERESTS**

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

##### **4. RECEIPT OF DISPENSATION REQUESTS**

To receive any dispensation requests received by the clerk and not previously considered.

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Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business. Enquiries to Paul Russell on 01747 852420 or email [townclerk@shaftesburytowncouncil.co.uk](mailto:townclerk@shaftesburytowncouncil.co.uk)



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### **5. TERMS OF REFERENCE** (*appendix 1*)

To consider the committee's terms of reference for recommendation to Full Council.

### **6. OPEN FORUM**

Members of the public are invited to address the Committee on matters relating to this agenda. Time will be limited to three minutes per person and should relate only to matters on this agenda.

### **7. EXEMPT ITEMS – EXCLUSION OF PRESS AND PUBLIC**

Certain items are expected to include the consideration of exempt information and the Recreation, Open Spaces and Environment Committee is, therefore, recommended to resolve "That, in accordance with Section 100a(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12a of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

Item Number	Appendix
None identified at this point	

### **8. CLERK'S REPORT**

To receive the Clerk's verbal report updating the committee on previous items discussed by the committee that do not appear on the agenda and any items that have been received in the office between the publication of the agenda and the day of the meeting.

### **9. GROUNDS TEAM REPORT** (*appendix 2*)

To receive the Grounds Team report updating the committee on matters relating to the grounds team remit and agree any actions arising.

### **10. COMMITTEE MATTERS** (*appendix 3*)

- a) To receive report on trees within St John's Churchyard and to consider appropriate action.
- b) To receive request from Shaftesbury Chamber of Commerce for use of Park Walk for car boot sales

### **11. REPORT FROM SHAFTESBURY OPEN SPACES GROUP**

To receive report from Shaftesbury Open Spaces Group and consider any requests or actions arising.

### **12. REPORT FROM CLLR K TIPPINS** (*appendix 4*)

To receive report from Cllr K Tippins on matters relating to the Eastern Development.



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### **13. TREE APPLICATIONS** *(to be tabled)*

To consider tree works applications received between 6th May 2014 and 10th June 2014

### **PART 2 (TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT)**

No matters identified at the time of issue.

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Mr Paul Russell  
Locum Town Clerk

**SHAFTESBURY TOWN COUNCIL****TERMS OF REFERENCE FOR CONSIDERATION BY THE RECREATION, OPEN SPACES  
AND ENVIRONMENT COMMITTEE****Mission Statement**

The Recreation, Open Spaces and Environment Committee is committed to the sensitive and careful management, maintenance and improvement of the town's open spaces, recreation and amenity areas and seeks to conserve the environmental heritage entrusted to the people of Shaftesbury for the benefit of future generations. It gives careful consideration to the strategic plans for the town's recreation, environment and amenities.

**Delegation**

1. Shaftesbury Town Council has agreed to adopt the Recreation, Open Spaces and Environment Committee Terms of Reference at its meeting held on *dd mmm yyyy* and has recorded the decision under Minute *xx*.
2. Shaftesbury Town Council's Recreation, Open Spaces and Environment Committee will consider renewing these Terms of Reference at its inaugural meeting of the municipal year for ratification at the following meeting of the Council.

**Procedures**

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next appropriate meeting of Shaftesbury Town Council.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Acting Committee Services Officer will provide administrative support for Committee meetings, the Finance and Services Officer will provide administrative support for committee projects.

**Meetings**

1. The schedule of meetings shall be agreed at the Annual General Meeting.
2. The Town Council Recreation, Open Spaces and Environment Committee will meet at least once in each six week cycle of meetings, a total of twelve meetings in the municipal year.
3. Additional meetings may be required.
4. Six Councillors will be members of the Committee. The quorum of the Committee shall be three.
5. There will be a public consultation period at each meeting.

**Remit**

The Recreation, Open Spaces and Environment Committee has the delegated authority to manage and consider amenity areas and open spaces, play areas, hedges and trees. The Committee has the delegated authority to manage the revenue budgets allocated to this committee and to make recommendations to the Policy and Finance Committee for the allocation of any resultant underspends. The Committee will hold the delegated authority to identify and recommend capital projects for the areas within its remit and to monitor the execution of said capital projects. The terms of reference for the Committee shall be reconsidered on an annual basis or as needed.

**Terms of Reference**

1. To manage and enhance all amenity and recreation areas and open spaces within the parish boundary in the ownership of the Town Council and to give consideration to a programme of maintenance to ensure that they are cared for to a high standard, carrying out appropriate risk assessments and health and safety inspections.
2. To develop and manage a rolling programme of improvement and refurbishment of play areas so that they become attractive and safe places catering for all the young people of the town, to include the provision for cycling within this programme.
3. To maintain a high standard of maintenance of the town's gardens in support of tourism and the town's 'In Bloom' efforts.
4. To be responsible for the management and maintenance of trees within the Town Council's ownership and to develop a rolling programme of tree work and planting.
5. The Committee will consider all matters relating to the preservation of trees and report accordingly to the Planning Authority.
6. To give due regard to the environment and to consider the environmental impact of matters within its remit.
7. To be responsible for managing and determining applications for the hire of Council land.
8. To consider the recommendations of the Tree Group and the Open Spaces Group in the conservation of the open spaces in the town and the promotion of sensitive new planting to sustain the landscape for future generations and to liaise with other interested bodies who can advise on areas within the Committee's remit.
9. To monitor and manage the grass cutting operation - both that provided by DCC and that provided by STC.
10. To oversee the management of the grounds team operation, including the provision of a grounds team hub and the maintenance and purchasing of appropriate equipment.
11. To be responsible for the maintenance and management of the Council's assets for open spaces, including determining applications for memorial benches and trees.
12. To oversee the necessary Health and Safety inspections, receive reports and undertake actions as necessary.
13. To review and assess the standard and type of services provided by the Committee and the financial resources necessary to sustain them, giving consideration to bookings and charges and making the necessary recommendations for the preparation of the yearly budget.
14. To review and assess the current provision of allotments within the town (with the objective of resolving the problems / issues preventing the adoption and management of an allotment site by an Allotment Association), and, when required to establish new allotments. Once such

associations are established the administration of these sites to be transferred to the Community Services Committee.

15. To ensure the release of appropriate information to the press and the public in a timely manner.

**GROUNDS TEAM REPORT**

Authors: Finance and Services Officer and Acting Deputy Town Clerk

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Update for ROSE on meeting held with Grounds Team on 28<sup>th</sup> May 2014

*Food Festival* – Blue bins will be borrowed from the Motcombe Showground for Saturday 7<sup>th</sup> June, placed on Park Walk and the High Street. Eric will do two extra cleans of the Toilets on Saturday. EW and AD to clean the town on Sunday morning 8<sup>th</sup> June.

*Allotments* – Inspections to take place Friday morning 30<sup>th</sup> May, subject to the weather. Inspections actually carried out on Tuesday morning 3<sup>rd</sup> June.

*Trinity* – Trinity Trust have requested a grass cutting schedule to enable Scout Group to cut at the same time.

*Cemetery* – All Memorials to be tested over a period of time and if unstable should be laid down and reported to the office. It was stressed the importance of maintaining the Cemetery to a high standard.

*Fire Marshall* – SS to take on this role – TM to check requirements with EW.

*KFC & Hilltop Litter Pickers* – meeting to be arranged between all parties to discuss ways of helping each other.

*Park Walk/Tanyard Lane Trees* – SHT met with Byron Harris, Tree Officer NDDC. Trees to have a light trim. Concern was expressed regarding the damage being done by Badgers causing erosion to the path. TM has spoken with BH since, who recommended contacting Natural England and will be meeting PR on site in the next week.

*Rabbits at Mampitts Allotments* – An allotment holder expressed concern regarding rabbits, the hedge and fence line adjacent to the new development. Grounds will cut the hedge as soon as the nesting season is over, but there is nothing they can do regarding the rabbits.

*Barton Hill* – The Fair would be on site in the first week of June. TM to contact Wessex Water regarding the state the ground was left in following the laying of the new water pipe.

*Storage of Signs & Posts* – A request to store signs and posts at Barton Hill Hut had been received, but it was agreed there was no space currently available.

*ROSPA Inspections* – Report to follow

*H&S Risk Assessments* – Importance of carrying out regular RA's was stressed and would be re-introduced immediately. TM to copy RA's in file to be kept at the Grounds Unit, and for the Grounds Team to read, check and raise any other RA's as required.

*Grounds Schedule* – A list of all work carried out by the Grounds Team to be produced. TM to look on system for a previous schedule to use as a start.

*Park Walk Benches* – Reports have been received on the bad state of repair of the benches. They needed a good clean with a scrubbing brush and detergent, and renewal of all wooden slats on two benches, the removed good slats to be re-used to repair other benches.

*Town Hall* – Cobbled area around Town Hall requires a good clean up with a pressure washer. The German Flag to be flown for the Lindlar Town Twinning visit. SHT to remove dead plants from balcony and replant with trailing plants for the summer (to be purchased from the Market).

*Purchase Orders* – The Grounds Team were reminded that Authorised Purchase Orders were required for all items prior to being purchased.



## COMMITTEE MATTERS

Author: Acting Committee Services Officer

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### A. St John's Churchyard

#### **BACKGROUND:**

Shaftesbury Tree group have requested of North Dorset District Council to remove some Laurel saplings that are interfering with the ancient Yew tree in St John's Churchyard. Shaftesbury Town Council is not registered as the title holder for St John's Churchyard but for over 2 decades has maintained the area and been custodian of it.

The Committee may also want to be aware of a diseased beech tree in St John's Churchyard and there is a meeting being arranged to discuss the appropriate action to remedy the situation.

#### **RECOMMENDATION:**

1. To take the required steps for remedial action of the diseased tree including any application for tree works.
2. To undertake an annual maintenance plan to remove laurel saplings from the base of the Ancient Yew.

### B. Chamber of Commerce use of Park Walk

#### **BACKGROUND:**

In 2013, Shaftesbury Chamber of Commerce used Park Walk for a car boot sale on a number of occasions to help raise money for Christmas lights.

The Council has received the following request:

The chamber are hoping to run the Car boot sales again this summer, to help much needed funds to replace the Christmas light strings to LED light.

We would like the Council's permission to use Park Walk again as it was so successful there last year.

The dates we are planning to do are:

June 22<sup>nd</sup>, July 13<sup>th</sup> and 27<sup>th</sup>, August 10<sup>th</sup> and 24<sup>th</sup> and then possibly 7<sup>th</sup> September.

I would be grateful if you could put this to the ROSE committee and hope that we are able to repeat the success of last year.

Best regards

Clive Carter

#### **RECOMMENDATION:**

To consider granting approval for car boot sales and any required stipulations of hire.

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## REPORT FROM COUNCILLOR KAREN TIPPINS

Author: Cllr Karen Tippins

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### 1. Wimborne Lane Park Update

We need to have an update on the RoSPA inspection and to ensure all the equipment has been inspected (two items were missing off the last report). Also, repair have been conducted to the exposed metal plates (stepping plates).

### 2. East Green/Green Acre Toddler Play Area, update from last meeting is:-

- 1st Proposal distributed on Facebook (30+ sites via Sharing); 2 Nurseries displayed proposal - feedback included changing the swing from a bucket swing to 'cradle swing' & change tornado to a roundabout (DDA compliant.)
- 2nd Proposal (picture attached) - site reviewed by M Coker (NDDC), Adam Dobson (resident), Richard Tippins (Cllr), Karen Tippins (Cllr) - feedback to change fence height running along side the road from 1.5m to 1.0m
- 3rd Proposal - fence reduced down to 1.0 m - door to door consultation performed (Karen Tippins - Cllr; Adam Dobson - resident) around East Green/Green Acres - only one rejection due to nervousness re: attracting teenagers to the East Green - all other signatures said a definite 'Yes' - for requiring toddler play area.

J Parker contacted to assist with planting & Housing Associations to be contacted regarding planting funding.

### 3. Maltings BMX Track/Football Pitch/Allotment - Proposal

Proposal distributed to NDDC/STC members/J Parker for initial comment- Site review conducted with M Coker (NDDC), Adam Dobson (Maltings Resident), Karen Tippins (Cllr), Richard Tippins (Cllr). Following proposal has been distributed:-

The strip of land is approx. 200m long, and 40 m wide one end and the other end by A30 22m wide. The design looks to be moving towards split into 4 sections with 2 access points.

**Section 1 - BMX Track.** – identified land (next to southern SUD and behind hedge) that is ideal to be designed into a BMX track - this will require a digger only to move the earth around once we get an actual track designed.

**Section 2. Free space** after the hedge and before the Football pitch - accessed by the Pipe Bridge - this area is just for general gathering and dog walking.

**Section 3 - Football Pitch** - 50m football pitch with 5 metres free space each side, two goals and possibly fenced around - like Enmore Green Football area.

**Section 4 - Allotments** - 140m long - pitching plot, 80 sq metre per individual allotment pitch. Total area proposed to be 5000 sq metres. Possible suggestion is to have a 'communal allotment shed'. Another access point to be designed going straight from road to Allotment section

Whilst doing the door to door consultation around East Green/Green Acre, I found considerable enthusiasm, regarding the allotments ie the opportunity for parents and children to start growing their own vegetable was greeted with a lot of interest.

A Teen Shelter also suggested - and I understand that the latest shelters have Blu Tooth speakers so the kids can go there and listen to their music - however, these can cost alot - so this may be considered low on the pecking order.

#### 4. Meles Mead - Play Area

- **Swing** - there has been a complaint regarding the position of the Swing at Meles Mead - it should be 30m away from the closest dwelling, however, Persimmons have put the swing within 16m of Ms J Jackson's property. Therefore, a request has been submitted to NDDC to have the swing moved. M Coker has performed a visit and the next location of the swing was determined to be next to the climbing frame in the central area of Meles Mead. Email sent to NDDC requesting further update.

- **Memorial Stones** - RoSPA inspection has determined the Memorial Stones are unsafe; residents do not want the stones to be removed from Meles Mead. NDDC to issue a proposal that is suitable and accepted by both residents and RoSPA. Residents have requested that the stones become like a more communal garden for 'quiet contemplation' - therefore, it may be suggested to add a seat and look into putting in plantation around the stones. The edges of the stones need to be made less sharp and NDDC were looking into putting 'mounds of earth' around the stones to reduce the stone height.

- **Badger Tunnel** - exposed Badger tunnel needs to be covered up with fencing that allows badgers in and out of the tunnel but doesn't allow children in and out. NDDC to issue a proposal that is suitable and accepted by both residents and RoSPA

- **SUDs- health and safety issue surrounding fencing** - unknown how much of a risk this is now as children are not allowed in Meles Mead if they are under 8 and not accompanied by an adult. Update required from NDDC - however, M Coker, NDDC suggested netting around fencing, but this will prevent badgers from moving in and out of the Meles Mead area into the open countryside.