



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

e-mail: [enquiries@shaftesburytowncouncil.co.uk](mailto:enquiries@shaftesburytowncouncil.co.uk)

Website: [www.shaftesburytowncouncil.co.uk](http://www.shaftesburytowncouncil.co.uk)

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 20<sup>th</sup> September 2016 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 Tuesday 19 <sup>th</sup> July 2016.

Agenda Item		
04.	<b>Chairman's Announcements</b> To receive a verbal report from the Chairman on matters relating to the work of the Committee	Verbal Report
05.	Committee Budget Recommendations To consider the Committee's budget requirements for 2017/18	p3 Report 0916ROSE05
06.	Ash Close - Slide To consider the purchase of a replacement slide at Ash Close	p13 Report 0916ROSE06
07.	Management Plan for Castle Hill Ancient Monument Site To review proposed management plans for Castle Hill Ancient Monument Site	p15 Report 0916ROSE07
08.	Cockrams Recreation Ground To consider improvements to Cockrams Recreation Ground.	p33 Report 0916ROSE08
09.	Planting To consider planting plans for key areas in the town.	p35 Report 0916ROSE09
10.	Shaftesbury Snowdrop Festival To consider a request from Shaftesbury Snowdrops for support from the Council's Grounds Team	p37 Report 0916ROSE10
11.	Officer Report To receive any correspondence and updates relating to the work of the Committee.	p40 Report 0916ROSE11
12.	Future Meetings of the Committee To confirm the date of the next meeting of the Committee and identify matters for inclusion on the agenda.	p41 Report 0716ROSE12

(End)

**Report to the Meeting of Shaftesbury Town Council's**  
Recreation, Open Spaces and Environment Committee,  
to be held at 7.00pm on Tuesday 20th September 2016 in  
the Council Chamber, Shaftesbury Town Hall

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Committee Budget Recommendations

1. **Purpose of Report**

To consider the Committee's budget requirements for 2017/18

2. **Recommendation**

- 2.1. That the Committee recommends its budget requirements for 2017/18 to the General Management Committee for consideration in preparing the Council's budget and precept request 2017/18.

3. **Background**

- 3.1. **Appendix A** provides the previous year and current year budget and actuals for the ROSE Committee and the Reserves / Projects to date. Please refer to this document in consideration of budget proposals.

- 3.2. The Chairman has considered her recommendations for the Committee which are;

- 3.2.1. £40,000 Play area or general sport facilities
- 3.2.2. £2,000 Groundstaff equipment
- 3.2.3. £4,000 Street furniture
- 3.2.4. £4,000 Planting of flowers and trees
- 3.2.5. £10,000 new grass cutter and mulching sit on mower assuming £6k part exchange with existing mower.

- 3.3. Officer observations on the values detailed above are;

- 3.3.1. Play area or general sport facilities. This proposed budget would provide an **Improved** service to the play provision in the town.
- 3.3.2. Groundstaff equipment. This proposed budget would be a **cut** and considered not sufficient to maintain the services of the grounds team operation.
- 3.3.3. Street furniture. Consider the requirements under this heading to support it during the budget setting process.
- 3.3.4. Planting of flowers and trees. Consider the requirements under this heading to support it during the budget setting process.
- 3.3.5. Estimated cost of a new mower is £27,000 - 30,000. The trade in value for the current mower is £4,000. £10,000 was put in the budget towards this for 2016/17, recommend increasing this to £15,000 to provide a total of £29,000 for a new mower.

- 3.4. There is a need for a replacement vehicle for the Grounds Team. The current Chinese vehicle is awaiting parts which take a considerable time to be provided from China and are difficult to identify and source. The vehicle currently has a trade-in value of £4,000 and it is expected that a replacement second hand vehicle would cost in the region of £7,000.
- 3.5. The Internal Auditor has asked that the Council and its Committees look at the reserves and carry forward balances to ensure that they are either spent or committed by the end of this financial year. The Committee is asked to consider the last 2 pages of Appendix A (Projects and Reserves) in this respect.
- 3.6. The Committee is asked to consider a Town Orderly instead of filling the groundsman's vacancy. The head groundsman is preparing a proposal to be brought back to the HR and ROSE Committees for consideration.

4. **Financial Implications**

- 4.1. There is no expenditure identified in this report.

5. **Legal Implications**

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

6. **Risks**

- 6.1. There are no risks identified within this report

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

## Appendix A

Printed on 15/09/2016			Shaftesbury Town Council					Page No 1	
At 14:27			Budget Detail - By Committee					Note: (-) Net Expenditure means Income is greater than Expenditure	
Note : Budget at 31/07/2016									
<u>Last Year</u>			<u>Current Year</u>						
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	
<b>ROSE</b>									
<b>101 Allotment</b>									
4165	Water Rates	500	456	500	0	0	500	209	0
4250	Repairs & Maintenance	350	0	350	0	0	350	0	0
4265	General Supplies	150	173	175	0	0	175	0	0
	OverHead Expenditure	1,000	628	1,025	0	0	1,025	209	0
1104	Allotment Rent Income	1,676	1,574	1,676	0	0	1,676	108	0
	Total Income	1,676	1,574	1,676	0	0	1,676	108	0
101	Net Expenditure	-676	-945	-651	0	0	-651	101	0
<b>102 Cemetery</b>									
4150	Rates & Services	144	158	174	0	0	174	91	0
4165	Water Rates	80	81	86	0	0	86	0	0
4250	Repairs & Maintenance	150	0	2,500	0	0	2,500	0	0
4265	General Supplies	200	291	300	0	0	300	0	0
	OverHead Expenditure	574	530	3,060	0	0	3,060	91	0
1105	Cemetery Income	2,000	3,436	2,200	0	0	2,200	1,171	0
1301	Miscellaneous Income	0	-1	0	0	0	0	0	0
	Total Income	2,000	3,435	2,200	0	0	2,200	1,171	0
102	Net Expenditure	-1,426	-2,905	860	0	0	860	-1,080	0
Continued on Page 2									

**Shaftesbury Town Council**  
**Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note : Budget at 31/07/2016**

		<u>Last Year</u>		<u>Current Year</u>					
		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Fwd/Rev Budget</u>	<u>Net Virement</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Committed Exp.</u>
<b>103</b>	<b>General Grounds</b>								
4020	Sub Contract Labour	1,000	1,210	1,200	0	0	1,200	40	0
4150	Rates & Services	2,750	2,148	2,500	0	0	2,500	-321	0
4155	Electricity	500	994	580	0	0	580	286	0
4160	Gas	0	0	0	0	0	0	66	0
4165	Water Rates	200	-25	1,500	0	0	1,500	1,373	0
4250	Repairs & Maintenance	2,570	2,866	2,500	0	0	2,500	564	0
4256	Treework & Fencing	4,000	2,990	4,000	0	0	4,000	695	0
4261	Refuse Collection	2,100	2,498	2,500	0	0	2,500	838	0
4265	General Supplies	150	433	350	0	0	350	109	0
4270	Equipment Repairs	1,000	1,803	2,000	0	0	2,000	811	0
4271	Equipment Purchases	500	573	500	0	0	500	165	0
4272	Fuel for Equipment	1,000	762	1,000	0	0	1,000	1,087	0
4274	Rent Unit 9C	7,250	7,250	7,111	0	0	7,111	3,486	0
4275	Equipment Hire	1,000	564	750	0	0	750	188	0
4278	Alarm Costs	215	210	220	0	0	220	0	0
4280	Fuel for Vehicles	3,000	2,067	2,500	0	0	2,500	869	0
4281	Motor Expenses	3,160	3,054	3,500	0	0	3,500	93	0
4285	PPE	650	721	800	0	0	800	448	0
4290	Playground Inspections	350	300	350	0	0	350	300	0

Continued on Page 3

**Shaftesbury Town Council**  
**Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note : Budget at 31/07/2016**

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
4291	Playground Repair/Maintenance	3,000	3,487	4,500	0	0	4,500	472	0
4299	SLA-Trinity Grounds Maintainan	0	0	0	0	0	0	712	0
	<b>OverHead Expenditure</b>	<b>34,395</b>	<b>33,905</b>	<b>38,361</b>	<b>0</b>	<b>0</b>	<b>38,361</b>	<b>12,281</b>	<b>0</b>
1102	Contribution to Services	0	672	0	0	0	0	0	0
1103	Rents	400	1,986	3,165	0	0	3,165	225	0
1300	Grass Cutting Income	0	0	0	0	0	0	5,695	0
1301	Miscellaneous Income	0	488	0	0	0	0	1,487	0
	<b>Total Income</b>	<b>400</b>	<b>3,146</b>	<b>3,165</b>	<b>0</b>	<b>0</b>	<b>3,165</b>	<b>7,407</b>	<b>0</b>
<b>103</b>	<b>Net Expenditure</b>	<b>33,995</b>	<b>30,760</b>	<b>35,196</b>	<b>0</b>	<b>0</b>	<b>35,196</b>	<b>4,875</b>	<b>0</b>
<b>105</b>	<b>Local Delivery services</b>								
4020	Sub Contract Labour	2,000	2,100	2,500	0	0	2,500	2,430	0
4150	Rates & Services	2,420	1,701	2,695	0	0	2,695	1,233	0
4155	Electricity	565	724	760	0	0	760	272	0
4165	Water Rates	1,500	2,095	2,100	0	0	2,100	0	0
4175	Car Parking Contribution	2,000	2,000	2,000	0	0	2,000	0	0
4176	CCTV	2,000	0	2,000	0	0	2,000	0	0
4177	Bus Shelters	150	0	225	0	0	225	0	0
4250	Repairs & Maintenance	4,815	3,612	2,500	0	0	2,500	148	0
4260	Cleaning Supplies	1,000	986	1,000	0	0	1,000	434	0

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**Shaftesbury Town Council**  
**Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note : Budget at 31/07/2016**

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
4265	General Supplies	50	0	50	0	0	50	0	0
4271	Equipment Purchases	150	239	150	0	0	150	0	0
	<b>OverHead Expenditure</b>	16,650	13,459	15,980	0	0	15,980	4,517	0
1501	Street Market Rents R'ved	7,500	7,754	7,500	0	0	7,500	3,533	0
	<b>Total Income</b>	7,500	7,754	7,500	0	0	7,500	3,533	0
<b>105</b>	<b>Net Expenditure</b>	9,150	5,705	8,480	0	0	8,480	984	0
<b>201</b>	<b>Town Hall</b>								
4020	Sub Contract Labour	4,900	2,321	3,720	0	0	3,720	1,375	0
4150	Rates & Services	7,100	7,687	7,500	0	0	7,500	3,630	0
4155	Electricity	1,800	2,313	1,800	0	0	1,800	336	0
4160	Gas	1,500	927	1,800	0	0	1,800	568	0
4165	Water Rates	300	461	300	0	0	300	98	0
4200	Wedding Costs	500	493	650	0	0	650	182	0
4230	Trinity Car Park Space	440	620	440	0	0	440	210	0
4250	Repairs & Maintenance	3,150	2,966	3,000	0	0	3,000	744	0
4260	Cleaning Supplies	450	294	350	0	0	350	143	0
4265	General Supplies	200	1,092	850	0	0	850	0	0
4271	Equipment Purchases	200	135	200	0	0	200	70	0
4278	Alarm Costs	1,200	1,479	1,500	0	0	1,500	481	0

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**Shaftesbury Town Council**  
**Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note : Budget at 31/07/2016**

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
4400	Printing	0	0	0	0	0	0	81	0
	<b>OverHead Expenditure</b>	21,740	20,789	22,110	0	0	22,110	7,918	0
1201	Hall Hire	27,500	26,437	25,000	0	0	25,000	11,762	0
1203	Weddings	2,530	3,640	2,300	0	0	2,300	1,533	0
1204	Shop Rents	18,000	18,000	18,000	0	0	18,000	7,500	0
1220	Solar Panel Feed in Tariff	0	7,446	1,800	0	0	1,800	695	0
	<b>Total Income</b>	48,030	55,522	47,100	0	0	47,100	21,491	0
<b>201</b>	<b>Net Expenditure</b>	-26,290	-34,733	-24,990	0	0	-24,990	-13,572	0
<b>305</b>	<b>Swimming Pool</b>								
4008	Life Guard Salaries	0	0	0	15,500	0	15,500	15,566	0
4010	Staff Training	0	0	0	200	0	200	22	0
4150	Rates & Services	0	0	0	2,450	0	2,450	1,452	0
4155	Electricity	0	0	0	1,100	0	1,100	559	0
4160	Gas	0	0	0	3,220	0	3,220	255	0
4165	Water Rates	0	0	0	1,400	0	1,400	565	0
4250	Repairs & Maintenance	0	0	0	500	0	500	765	0
4260	Cleaning Supplies	0	0	0	200	0	200	228	0
4270	Equipment Repairs	0	0	0	350	0	350	0	0
4271	Equipment Purchases	0	0	0	1,000	0	1,000	1,884	0

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**Shaftesbury Town Council**  
**Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note : Budget at 31/07/2016**

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
4285	PPE	0	0	0	70	0	70	30	0
4360	Chemicals	0	0	0	2,500	0	2,500	3,108	0
4361	Pool Cleaning	0	0	0	1,000	0	1,000	0	0
4362	Plant Servicing/Repairs	0	0	0	1,500	0	1,500	1,221	0
4363	DBS Checks	0	0	0	200	0	200	158	0
4364	Uniforms	0	0	0	200	0	200	20	0
4365	Music Licences	0	0	0	150	0	150	120	0
4366	Confectionery	0	0	0	300	0	300	342	0
4367	Insurance Swimming Pool	0	0	0	750	0	750	0	0
4370	Swimming Pool Advertising	0	0	0	1,050	0	1,050	1,092	0
4372	Emergency Fuund	0	0	0	6,656	0	6,656	0	0
4410	Telephone	0	0	0	204	0	204	134	0
<b>OverHead Expenditure</b>		0	0	0	40,500	0	40,500	27,520	0
1365	Swimming Pool Income	0	0	0	15,500	0	15,500	15,318	0
<b>Total Income</b>		0	0	0	15,500	0	15,500	15,318	0
<b>305</b>	<b>Net Expenditure</b>	0	0	0	25,000	0	25,000	12,202	0
<b>ROSE - Expenditure</b>		74,359	69,311	80,536	40,500	0	121,036	52,537	0
<b>Income</b>		59,606	71,431	61,641	15,500	0	77,141	49,028	0
<b>Net Expenditure</b>		14,753	-2,119	18,895	25,000	0	43,895	3,509	0

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Note : Budget at 31/07/2016

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
<b><u>Reserves &amp; Projects</u></b>									
<b><u>901</u></b>	<b><u>Reserves &amp; Projects</u></b>								
4902	Community Hall Cockrams	0	0	3,000	0	0	3,000	0	0
4904	Toilets	0	0	0	21,500	0	21,500	0	0
4905	Town Hall Building Fund	10,000	0	0	0	0	0	0	0
4906	Playground Equipment	0	17,999	10,000	26,987	0	36,987	25,500	0
4907	Grounds Equipment	5,000	2,762	5,000	0	0	5,000	3,589	0
4910	Street Furniture	4,150	1,324	14,000	2,826	0	16,826	4,747	0
4912	Energy System Town Hall	5,000	0	0	5,000	0	5,000	0	0
4913	Town Centre Enhancement	0	802	0	9,198	0	9,198	0	0
4914	Ground Cover Planting	2,000	290	2,000	1,810	0	3,810	635	0
4917	Cycle Route	0	0	10,000	1,500	0	11,500	0	0
4920	Town Entrance	2,000	1,295	2,000	705	0	2,705	0	0
4921	Swimming Pool	25,000	36,829	0	30,755	0	30,755	13,678	0
4922	Vehicles	10,000	16,400	10,000	0	0	10,000	0	0
4923	Grit Bins	1,000	941	0	0	0	0	0	0
4924	Heritage Lanterns	10,000	0	0	10,000	0	10,000	0	0
4925	Toilet Improvements	3,000	0	0	3,000	0	3,000	0	0
4926	Tree Planting	1,500	755	2,000	745	0	2,745	0	0
4927	Tree Removal	2,000	990	0	1,510	0	1,510	595	0

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**Shaftesbury Town Council**  
**Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note : Budget at 31/07/2016**

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
4928	Replacement IT Equipment	0	0	2,500	0	0	2,500	513	0
4929	Cemetery Improvements	0	0	0	9,800	0	9,800	7,496	0
4930	Jubilee Steps Enhancement	8,000	0	0	8,000	0	8,000	0	0
4931	Swimming Pool Running costs	0	0	0	12,967	0	12,967	0	0
4932	Neighbourhood Planning Group	0	0	10,000	3,010	0	13,010	1,019	0
	<b>OverHead Expenditure</b>	<b>88,650</b>	<b>80,387</b>	<b>70,500</b>	<b>149,313</b>	<b>0</b>	<b>219,813</b>	<b>57,771</b>	<b>0</b>
1301	Miscellaneous Income	0	3,341	0	0	0	0	6,153	0
1900	Capital Receipts	0	27,710	0	0	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>31,051</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,153</b>	<b>0</b>
<b>901</b>	<b>Net Expenditure</b>	<b>88,650</b>	<b>49,336</b>	<b>70,500</b>	<b>149,313</b>	<b>0</b>	<b>219,813</b>	<b>51,618</b>	<b>0</b>
<b>902</b>	<b>Capital Replacement Reserve</b>								
4905	Town Hall Building Fund	0	0	0	35,000	0	35,000	0	0
4909	Gold Hill Wall	0	0	0	5,000	0	5,000	0	0
4918	CCTV	0	0	0	4,000	0	4,000	0	0
	<b>OverHead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,000</b>	<b>0</b>	<b>44,000</b>	<b>0</b>	<b>0</b>
<b>902</b>	<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,000</b>	<b>0</b>	<b>44,000</b>	<b>0</b>	<b>0</b>
<b>Reserves &amp; Projects - Expenditure</b>		<b>88,650</b>	<b>80,387</b>	<b>70,500</b>	<b>193,313</b>	<b>0</b>	<b>263,813</b>	<b>57,771</b>	<b>0</b>
<b>Income</b>		<b>0</b>	<b>31,051</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,153</b>	<b>0</b>
<b>Net Expenditure</b>		<b>88,650</b>	<b>49,336</b>	<b>70,500</b>	<b>193,313</b>	<b>0</b>	<b>263,813</b>	<b>51,618</b>	<b>0</b>

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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 20th September 2016 in  
the Council Chamber, Shaftesbury Town Hall

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Ash Close - Slide

1. **Purpose of Report**

To consider the purchase of a replacement slide at Ash Close

2. **Recommendation**

- 2.1. That the Committee recommends to Full Council the purchase of a free standing slide for Ash Close.

3. **Background**

- 3.1. At its meeting on 19<sup>th</sup> July 2016 the Committee agreed to obtain quotes in the approximate budget of £6,500 for a new free-standing high slide (approx. 2M high) with grass safety matting for older children at Ash Close play area to be referred to Full Council. Minute R21 refers.

- 3.2. Quotation comparisons are shown below.

Supplier (slide height)	Slide	Safety surface	Delivery and Instalation	Discount	TOTAL (ex VAT)
A (2m)	£3,895	£1,036	£1,500	-	<b>£6,431</b>
B (2.1m)	£4,261	£651	£2,027.60	£669.60	<b>£6,270</b>
C (1.6m)	£2,370	£551.03	£1680.38	£302.41	<b>£4,299</b>

- 3.3. Suppliers A and B have provided other play equipment for Shaftesbury Town Council and officers have no concerns regarding quality or service. Supplier C has not provided play equipment for Shaftesbury Town Council.

4. **Financial Implications**

- 4.1. Reserves carried forward from 2015/16 for this project ..... £26,987  
 Budget allocation for current year..... + £10,000  
 Current expenditure to date ..... - £25,500  
 Estimated expenditure outlined in Appendix A/above ..... - £6,431  
 Budget remaining ..... £5,056

- 4.2. Financial Regulation 4.1 requires that expenditure on all items over £5,000 be determined by Full Council.

5. **Legal Implications**

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

6. **Risks**

6.1. Risks identified under 3.3 of this report are for consideration by Full Council.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report to the Meeting of Shaftesbury Town Council's**  
Recreation, Open Spaces and Environment Committee,  
to be held at 7.00pm on Tuesday 20th September 2016 in  
the Council Chamber, Shaftesbury Town Hall

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Management Plan for Castle Hill Ancient Monument Site

1. **Purpose of Report**

To review proposed management plans for Castle Hill Ancient Monument Site

2. **Recommendation**

- 2.1. That the management plan for Castle Hill Ancient Monument Site be submitted to Heritage England for consideration of removal from the 'At Risk' register.

3. **Background**

- 3.1. It had previously been reported that the Castle Hill and Bury Litton Ancient Monuments were listed on the Heritage England 'At Risk' register. The Shaftesbury Open Spaces Group and Shaftesbury Tree Group volunteered to draft a management plan for consideration by the Council and Heritage England with a view to the areas being removed from the At Risk register.
- 3.2. The Management Plan has been provided at **Appendix B** for consideration prior to submission to Heritage England.

4. **Financial Implications**

- 4.1. There are no financial implications arising from the report. Any expenditure arising from the management plan will be brought back for consideration by the committee.

5. **Legal Implications**

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

6. **Risks**

- 6.1. There is risk of further deterioration of the historic sites if they are not managed appropriately.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk



## Appendix B

Shaftesbury, Dorset.  
Castle Hill Green - Scheduled Monument  
Conservation Management Plan<sup>1</sup> 2016 - 2020



Plan created: [autumn] 2016  
Compiled by: Shaftesbury Town Council  
advised by Shaftesbury Open Spaces Group

This plan provides a description and evaluation of Castle Green Scheduled Monument, and sets out objectives for managing it to sustain and enhance its archaeological, historical, recreational and environmental value.

This plan covers a 5 year period from 2016 - 2020

### Part 1. General information and Description of the site

Site Name: Castle Hill Green: late Saxon urban area, East of Castle Hill<sup>2</sup>.

Grid reference: centred on ST 858 228 (Historic England specifies ST85853 22876).

Location: in town of Shaftesbury, to north of housing on north side and towards west end of street called Bimport, part of B3091 Shaftesbury to Sturminster Newton road.

Designations: Scheduled Monument no. 1002376; Conservation Area

Area: 3 hectares including steep slope and lower ground to north forming continuous open space (slope and lower ground are not part of scheduled monument).<sup>3</sup>

County: Dorset

Parish: Shaftesbury

Ownership: Shaftesbury Town Council (STC).

Access: public footpaths enter from each of four corners.

#### Contacts:

The Town Clerk, Shaftesbury Town Council:  
[townclerk@shaftesburytowncouncil.co.uk](mailto:townclerk@shaftesburytowncouncil.co.uk)

Historic England: SW office, 29 Queen Square Bristol BS1 4ND, tel 0117 975 1308.

<sup>1</sup> The term “conservation management plan” comes from page 48 of Historic England’s “Conservation Principles” (2008), still current 2015, source: <https://historicengland.org.uk/images-books/publications/conservation-principles-sustainable-management-historic-environment/>

<sup>2</sup> Source: <https://www.historicengland.org.uk/listing/the-list/list-entry/1002376>

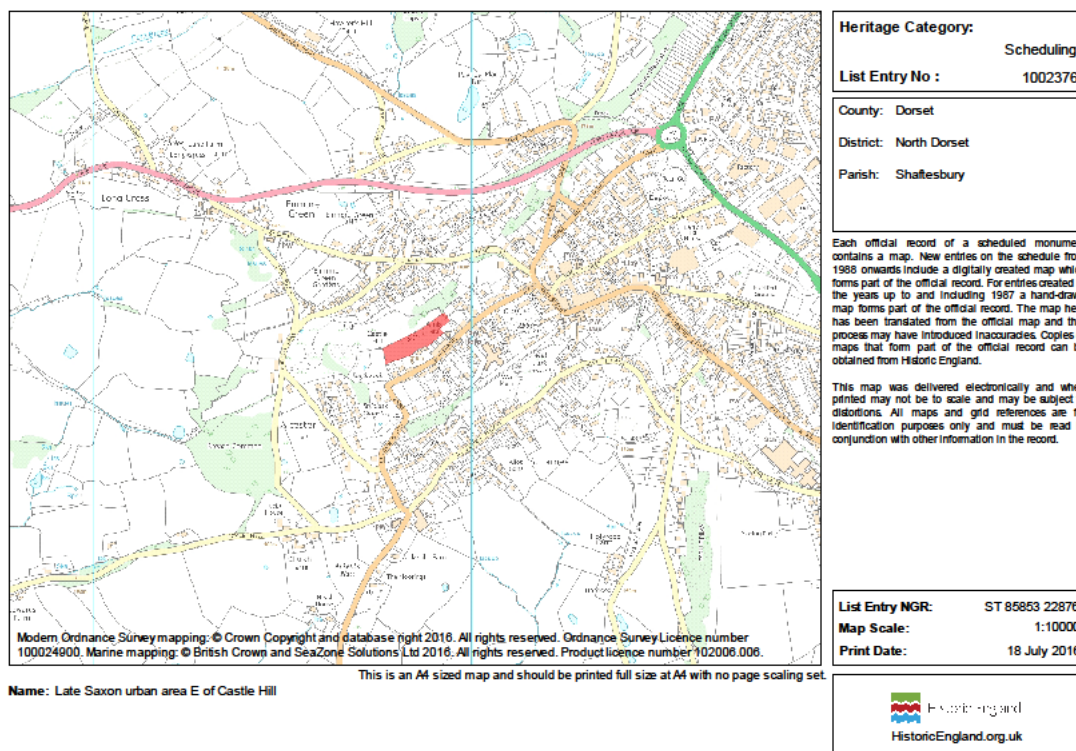
<sup>3</sup> Source: OS map 1:2,500 of 1901, parcel 23 covering east part of Castle Hill is 7.408 acres or 2.998 hectares.

Plans and photographs are shown at relevant points below.

## Part 2. Historical and archaeological significance of the site.

The scheduled monument of Castle Hill Green is a flat rectangle of open ground at the edge of the sandstone spur on which the town of Shaftesbury sits, with wide views to the north and west into Dorset, Somerset and Wiltshire. It is on the site of a Saxon burh founded by King Alfred the Great in the late 9<sup>th</sup> century, and sited between three other scheduled monuments, of which the nearest, called Castle Hill, is a ditch and platform earth structure, site of a medieval fortified house<sup>4</sup>, perhaps an “adulterine” (unauthorised) castle built during the 12<sup>th</sup>-century civil war between King Stephen and Empress Matilda.

Historic England’s online listing shows the site (marked in red) in the context of the town:



Below is an aerial view of the Green from the west, with neighbouring Castle Green in the lower left foreground.

<sup>4</sup> “Medieval fortified house” – source: Historic England <https://www.historicengland.org.uk/listing/the-list/list-entry/1002724>



Source: Innes, Shaftesbury: an illustrated history, Dovecote Press, 1992.

The status of the Green as a scheduled monument reflects its national importance. The burh at Shaftesbury is one of about 30 sites, mostly in the ancient kingdom of Wessex, listed by King Alfred in his “Burghal Hidage”<sup>5</sup>.

Dorset County Council’s Dorset Historic Towns Survey in its section on Shaftesbury (DCC 2011<sup>6</sup>) included a “Shaftesbury historic environment research framework” which says at Part 7.2 Origins of the town (p119): “the question of the origins of Shaftesbury is crucial to our understanding of the town and its early development. Also Shaftesbury has a real potential to inform on a wider research aim for the South West region to [...] develop our understanding of Early Medieval urban settlement (SWARF Research Aim 35b)”.

Further details are at Appendix 3.

## Part 2: Management Background

The monument is owned by the parish council (STC) and managed as a public open space. Access via tarmac paths is available from its four corners.

The monument is in a fair condition overall. It has long been used by local people for recreation, as shown below in a photograph from the 1950s:

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<sup>5</sup> Burghal Hidage - Source: [https://en.wikipedia.org/wiki/Burghal\\_Hidage](https://en.wikipedia.org/wiki/Burghal_Hidage)

<sup>6</sup> Dorset Historic Towns Survey, Shaftesbury - source: <https://www.dorsetforyou.gov.uk/article/396399/Shaftesbury---historic-towns-survey>





Source: Olsen, Images of England: Shaftesbury, p64, 1998, Tempus.

Victorian bandstands were removed around the 1960s.

Castle Hill appeared as a named open space as early as the 1799 Upjohn map of the town (see Appendix 2 below). In the early 20<sup>th</sup> century, local GP Dr Harris arranged for Castle Green to be a permanent open space. He was one of three local worthies who “bought back” the town from speculators (who had purchased the whole at the Westminster sale in 1918), and arranged that each occupiers could bid for the property where they resided (Innes p96).

### Part 3: Landscape character and significant conservation factors

Shaftesbury stands 700 feet above sea level on a greensand promontory with extensive views south, west and north over the Blackmore Vale. Castle Hill Green lies on flat land on the north side of the spur on the edge of steep slopes leading down to the 5 ha public open space of Castle Hill below and the settlement of Enmore Green, as shown on the satellite photograph below.



The Green sits near the edge of the Cranborne Chase and West Wiltshire Downs Area of Outstanding Natural Beauty, with views on the north towards the edge of that AONB. It is on the border between the higher greensand and chalk of the downs, and the clays of the Blackmore Vale, into which it also has views: the former has been traditionally sheep country, the latter a dairying area.

The Green is a large, rectangular, grassed open area, part of a continuous open space of 31 hectares backed to the south by low stone garden walls belonging to houses on the north side of Bimport, and an ambulance car park high-fenced in wood; to the west by Castle Gardens housing development (formerly Old Brow, an important archaeological area) also high-fenced in wood; and to the east by the Queen Mother's Garden, hedged and gated. At the north side the ground falls steeply perhaps 100 feet, with a sweep of view north towards Mere and the Wiltshire downs, King Alfred's Tower and west across Somerset towards the Mendips. A hoop-top metal fence runs the length of the tarmac path along this northern perimeter where 8 benches look out over the 180 degree view. A Panoramic Dial and Heritage Trail board (Appendix 2) have been placed by the fence. There are two metal kissing gates.

The grass is short cut, with arisings being left.

Six semi-mature trees (2 oak, 2 whitebeam, 2 lime) are situated in two rows near the centre of the Green. There are two sycamore trees at the eastern entrance from Bimport that frame the view, and 1 young ash tree and 2 young sycamore trees by the Ambulance Station fence. Two picnic tables sit on the Green.

### 3.2 An assessment of geological, environmental and ecological significance.

Geology raised this place to importance, its potential reinforced by the east-west orientation of a spur of greensand standing 100 feet and more above the clay and sand vale below.

### 3.3 The importance of Castle Green for Shaftesbury

Along with Park Walk, this is the centre of town's unofficial green. Events such as beacon ceremonies and dog shows take place here, but more often it provides an area for informal recreation, dog walking, picnics and just looking.

Castle Green is one of Shaftesbury's most valued open spaces.

#### Vulnerabilities

The ground should be guarded and protected from physical and chemical interventions. Inappropriate proposals often flow from a lack of knowledge about the site's special characteristics and significance.

Archaeological richness below ground has not been fully explored: as technical innovation brings ever more sophistication, the ground may reveal further secrets of the past. Management of the site should not impair future investigations.

Ecological richness would be curtailed if herbicides and pesticides were to be used, along with the safety of dogs and people. Dog fouling also undercuts safety for children's play.

In the past, the Green has been suggested as a formal car park site. It is occasionally used (when the town organises popular events) as grass over-spill car parking, even in the rain. Re-introduction of plinths or shelters has also been proposed in the past. Tree planting is sometimes requested; and a beacon was lit on the site as recently as HM The Queen's 90<sup>th</sup> birthday celebrations in 2016. Management plans should ensure that when such proposals are considered, it is always in the context of prioritizing the protection of the site's special significance.

STC should manage the impact of surrounding land by:

[a] Maintaining the views to the north by keeping the grass in front of and behind the railings cut and the trees topped (see management plan for Castle Hill)

[b] Ambulance fence – work with NHS to retain mixed hedge of native shrubs planted in 2016 to hide the ugly fence.

#### Part 4. Long-term management objectives

To safeguard and provide better understanding of the archaeological, ecological and cultural significance of Castle Green and its place in the history of the town.

To disseminate information about the town's archaeological and historical past in accessible ways.

To ensure that any archaeological remains are not disturbed or damaged by digging or from illegal metal detectorists.

To improve the ecological potential of the Green.

To improve the recreational potential of the Green

To aim high in design, management, maintenance and use.

#### Specific Management recommendations

To maintain Castle Green as an open area of grassland with extensive views to the north where people can walk, play, sit, and on occasion enjoy communal events.

To emphasise the entrances and junctions and improve their quality as "first impressions" for anyone passing or entering the site, perhaps by use of appropriate ornamental iron-work: see example from Salisbury Cathedral Close, below.

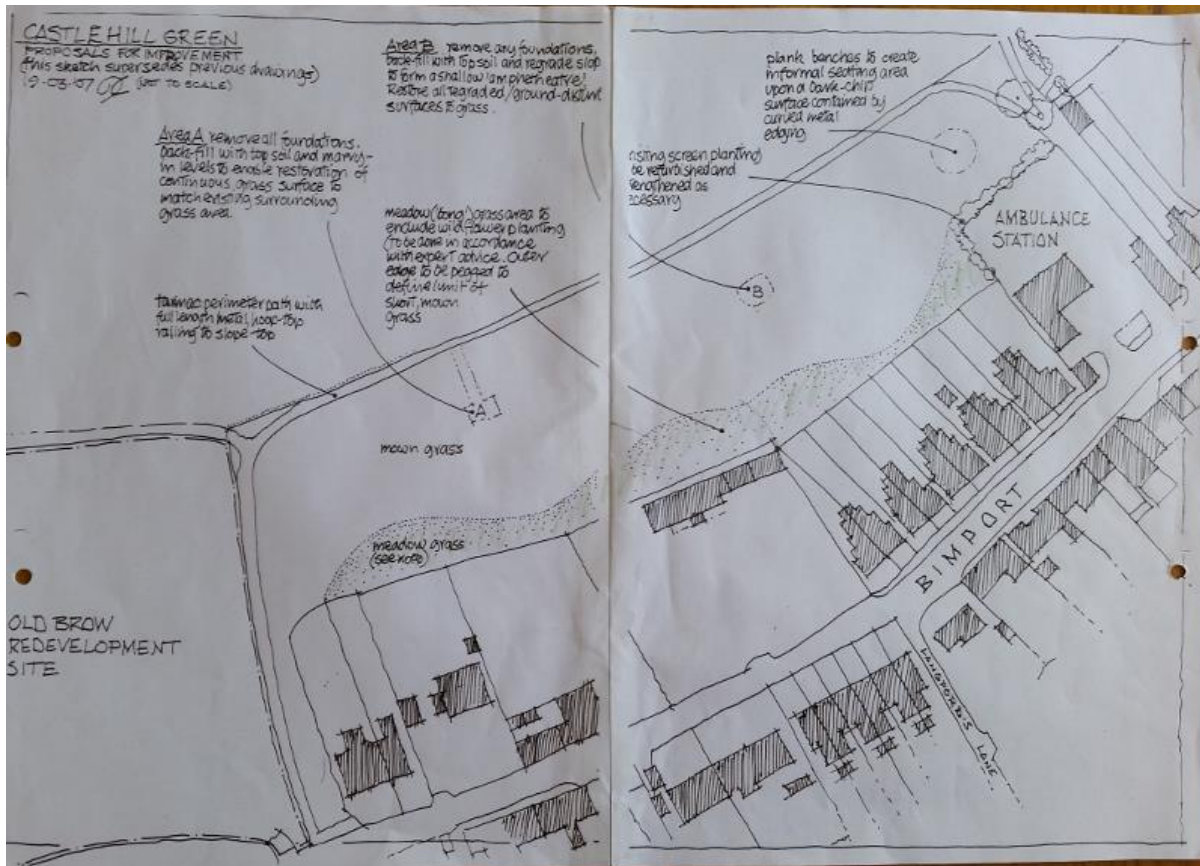




To break up the bleak expanse of short-cut grass with a wavy edging of longer grass and introduced wild flowers (plugs) on the southern side bordering the Bimport



private gardens, to be mown only in March and October (see sketch below). This will extend the good work to attract wild pollinators in the neighbouring Queen Mother Garden (QMG) and contribute to Shaftesbury's efforts to make the town more bee-friendly, as well as offering a visually softer and more ecologically benign habitat. Short grass used by probing birds should be maintained for the enjoyment of walkers, children and dogs.



Source: Doug Childs for Shaftesbury Open Spaces Group (n.d.)

Secure a regime for the removal of litter and dog faeces through careful re-positioning and improved design of litter bins and signage to encourage dog owners to “bag and bin”, as done now on e.g. Park Walk.

Create and carefully place well-designed interpretation boards that describe the Castle, the Green and environs e.g. on the north west side by the kissing gate or on the Castle Gardens fence, and on the Ambulance Station fence (by agreement with the health authority running the station); reinforced by guided walks, articles in the press etc. See detailed proposals below.

- To maintain, improve but keep to a minimum, the hard landscaping.

- To better sign to Castle Green from the centre of town, Park Walk and, of course, Bimport, as well as Enmore Green and the Hardy Way. The Hardy Way guidebook was revised and re published in 2015. Pending any third edition, our signage might indicate the path along north side of Castle and down new steps towards Breach Lane corner as an alternative to the official Hardy Way route that runs between Castle Gardens and St Edwards Chantry housing plots.

STC should publicise that it will not allow any person access to this site for the purpose of a using a metal detector unless she/ he can produce written consent by Historic England. It is an offence under section 42 of the Ancient Monuments and Archaeological Areas Act 1979 to use a metal detector on a scheduled monument without written consent from HE.

#### Term consents

STC seeks from Historic England term consents to cover the following types of possible recurring maintenance work in the 5-year period covered by this plan:

**Category 1 “Green”** (action can be taken without further reference to Historic England in the 5-year period)

[a] planting of new flowers or shrubs that involves no digging deeper than 10cm into existing surface;

**Category 2 “Amber”** (seek agreement from Historic England before taking action, but H.E expect that agreement will routinely be granted)

[b] erection of new railings involving digging of post holes no more than 30cm depth.

**Category 3 “Red”** (significant work needing specific consent which might involve detailed discussion as opposed to routine agreement at “amber” above).

Any major work e.g. trenching in the event of a need to improve drainage or provide electric lighting (neither of which is currently foreseen or planned by STC).

#### Part 6. Programme of works with timescales

##### (a) annual management programme

###### (i) Grass :

Grass mowing to performance specification (approx 4cms) (and work towards a method of removing the arisings). In the meantime, define an area for the disposal/ spread of arisings eg to mulch saplings by the ambulance station fence.

Strimming of long grass in front of and behind the metal fence to maintain the views for people sitting on the benches. Cut tall nettles to improve view towards north from bench on western side of east-west tarmac path: see sketch [Drafting Note: sketch to follow].

###### (ii) Trees :

Trees that overhang from back gardens of Castle Gardens housing should be kept at a height of no lower than 2.4m above public footpath. NDDC require this minimum height over public paths, so ground staff need to trim branches accordingly.

Protect tree trunks, especially young saplings, from damage by trimmer wire, through ensuring that strimming leaves a small margin between trimmed area and any tree trunk.

Other trees: check health and condition, annually.

###### (iii) paths and street furniture:

Street furniture: provide well designed, best quality seats, tables, railings and regularly maintained, e.g.

- painting and cleaning of benches once a year before summer. Aim for best quality of design for new benches. (shaped metal profiled seats painted black are preferable: see photo at Appendix 2 below).
- Painting and maintenance of metal fence every 5 years (done in summer 2016).
- Paths: regularly ensure the surfaces of the paths are sound and safe

#### (iv) Litter and dog fouling

Repositioning of litter bins. (see sketch – to follow) A purpose-made greensand stone bin container would be much preferable on the western corner. Regular and frequent check on their cleanliness. Ensure they are positioned safely.

Currently there are three bins – one at each end, one in the middle – which can be used for properly wrapped dog waste. All 3 should be re-positioned, and upgraded to a design that fits better with the surroundings. The bins should have colourful “bag it and bin it” stickers affixed to catch the attention of dog owners.

Regular and frequent litter picking by grounds team or volunteers.

#### (b) Capital works

Re-create entrance on eastern side, between QMG, approach to top of steps down to Enmore Green, and corner of Ambulance Station fencing. Wall is currently broken at its base.

Re-surface path on western side

Provide interpretation boards - careful placing

- In 2006, a series of eight boards were set up in the town, with content provided by Shaftesbury Civic Society and the local Historical Society, and funding from the Heritage Lottery fund, Countryside Agency, and Nationwide Building Society.

To complement new interpretation boards, ask Dorset Highways to

- [i] improve track from the south eastern side by filling in the potholes (DCC made an initial visit on 4 August 2016) and by re-surfacing the whole path in more sympathetic materials; And
- [ii] Improve signage showing directions of public footpaths (DCC Highways are responsible for signing and maintaining public footpaths): at present, a passer-by on Bimport would not know that Castle Green exists (a brown “tourism” sign on the corner with Boywell Lane says only “Castle Hill, hill top views” – picture below).



Corner of Bimport/ Boywell Lane, sign: Castle Hill (hill top views) source: Google 2016.

A timetable for the more substantial works should be established once funding is secured, but the overall aim should be to achieve significant improvement in the first 3 years of this 5-year plan, and to complete all works with the period of this plan.

(c) Additional work needing annual maintenance (but no capital cost)

Create an area of longer grass, with a few plugs of wild-flowers.

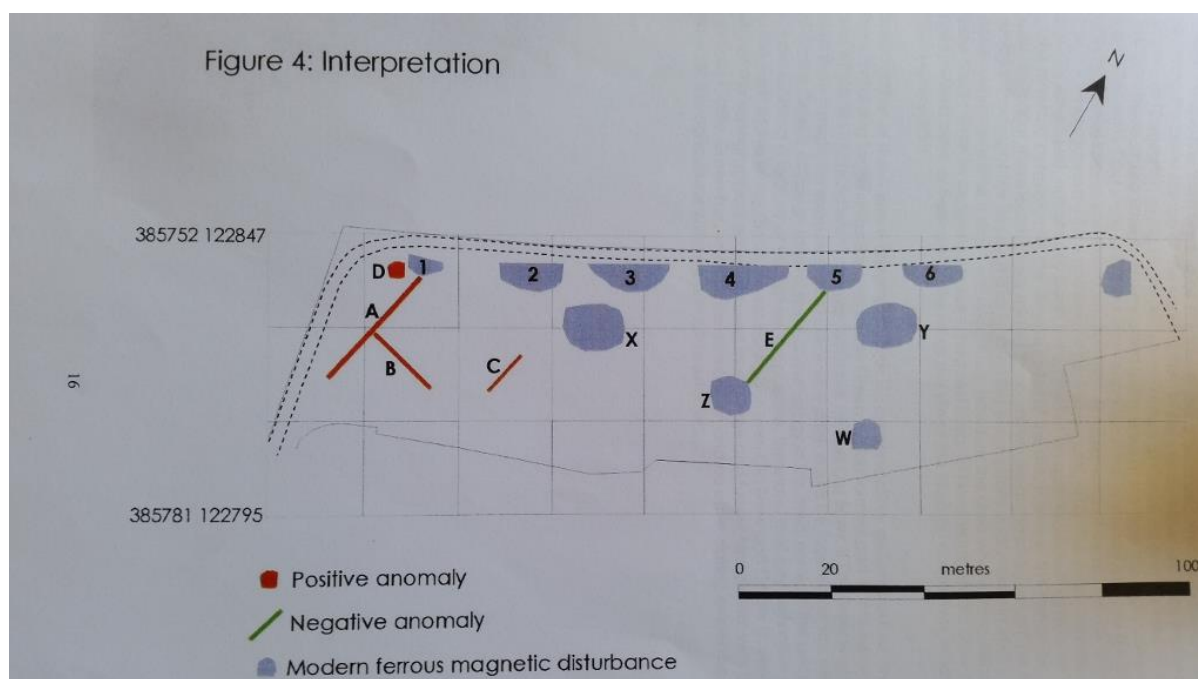
Currently, the grass is “enriched”, partly due to cut grass being left in place. Therefore a traditional wild-flower meadow would be hard to establish without removal of topsoil. Instead it is proposed to encourage long grass and those wild flower species that are compatible with a relatively “enriched” soil. A sketch for a possible layout is shown above, under “Management recommendations” (page 8).

#### 7. Recommendations for further work to inform management

[ drafting note: this heading was required by Historic England in their email of 10/5/16 Nick Croxson to STC Town Clerk, in which they made specific reference to future geophysical work ]

A geophysical survey was last carried out by DCRG in 2009 with Lottery Awards for All funding, with results published in an individual report and in a wider publication on early castles in Anglo-Saxon Dorset (details at appendix 3 below).

STC recommends that any new geophysical survey should focus on areas not already covered by DCRG or on different methods that would complement the information produced by the DCRG survey work (picture below).



Results of geophysical survey by DCRG in 2009 (source: see appendix 3 below)

The recommendations elsewhere in this plan to restrict tree planting, excavation and bonfires are also relevant to this section on future management. In particular, to protect archaeological evidence which might be investigated in the future, no bonfire should be lit directly on the grass surface: a platform should be used, to prevent the fire scorching the ground surface, since scorching changes the magnetic field and so impedes future geophysical survey, and disrupts carbon-13 dating of any artefacts that might be found in future excavations.

## 8. Interpretation

Provide guided walks and articles in the local press. This could be encouraged by publicizing the works done at the point when they are approaching completion or when an event is to be held to mark the “re-opening” of the space at the point of completion, perhaps in conjunction with local groups such as Gillingham Walking Festival. STC could also bring together local and voluntary groups in Shaftesbury such as the museums and societies with an interest in heritage, open spaces etc. to work together on this aspect.

Plan agreed by :

Shaftesbury Town Council, The Town Hall, SP7 XXX [October] 2016.	Historic England South-west office Bristol BS1 xxx [November] 2016
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Appendices :

- [1] Lists of trees, plants and birds [DN: to follow]
- [2] Current Interpretation board (2006); Upjohn map (1799); bench design
- [3] Historic and archaeological importance of the site

## Appendix 1

List of trees

List of plants

List of birds



## Appendix 2

### Interpretation board installed 2006; Upjohn map, 1799; bench design

Interpretation board placed near east end of tarmac footpath, against railings:



Photo by Shaftesbury Open Spaces Group, 2015.

Upjohn map of 1799, showing that Castle Hill has long been an open space:



Source: Brenda Innes "Shaftesbury an illustrated history" page 62.

Preferred design for benches



Source: photo by Open Spaces Group, 2016



### Historical and archaeological importance of the site

Further detail on the historical importance of the site is shown below.

Historic England describes the Saxon “burh” (a fortified settlement) of Scaftesbyrig, of which Castle Hill Green forms north-west part, under its entry for monument no. 206558 in the PastScape online database:

[www.pastscape.org.uk/hob.aspx?hob\\_id=206558&sort=2&type=&typeselect=c&rational=a&class1=None&period=None&county=None&district=None&parish=None&place=&recordsperpage=10&source=text&rtype=monument&rnumber=206558](http://www.pastscape.org.uk/hob.aspx?hob_id=206558&sort=2&type=&typeselect=c&rational=a&class1=None&period=None&county=None&district=None&parish=None&place=&recordsperpage=10&source=text&rtype=monument&rnumber=206558)

Further context is provided by Historic England’s annual national report “Heritage Counts” for 2015, which focused on “the views and experiences of those responsible for looking after the local historic environment”<sup>7</sup>.

Anyone with an interest in the landscape is drawn to the probability that Shaftesbury is an ancient habitation. This may be one of the longest continuously settled hill towns in England, looking out as it does on Stone Age to Iron Age settlements/hill forts of Hambleton Hill, Melbury Hill and Fontmell Down, inter-visible with Glastonbury Tor and Win Green, Rampisham and further. Theorizing about its own deep roots is inevitable. The proximity of fortifications of Saxon origin alone points to the inevitability of a strategic settlement raised above danger and inter-visible with key historically fortified sites to north and south e.g. Hambleton Hill.

The importance of the great abbey built along its axis by the King in 888AD is well known, but there is more to be discovered about the environs and workings of this important settlement.

"Camden records 'a tradition that an old citie stood upon the place which is called the castle greene' (Britannia,215)". RCHM, Dorset , North p75, 1972.

Archaeological investigations at the Castle site and at Old Brow took place in the 1940s, written up briefly in the Dorset Proceedings in 1949; some finds such as pottery from these excavations are still in store in Gold Hill Museum.

Schist whet-stone from 1947 excavation at Old Brow, in Gold Hill Museum store:

<sup>7</sup> Historic England, “Heritage Counts” national report 2015, pdf available at: <http://hc.historicengland.org.uk/national-report/>



Source: photo by Shaftesbury & District Archaeological Group, May 2016

Dorset Castles Research Group undertook a geophysical survey on the Green in May 2009 with Awards for All lottery funding, published as "Shaftesbury – *Norman castle in Dorset's* Domesday Borough – report on ground penetrating radar and magnetometer surveys" (DCRG 2009), and in summary form in "Early Norman Castles built in the Anglo-Saxon Burhs of Dorset" by Ray Baxter (DCRG 2010, 29 Warwick Avenue, New Milton, Hants BH25 6AH).

AOC Archaeology investigating the proposed supermarket site about a mile to the east in 2003 found "The post-excavation analyses revealed that the earliest archaeology encountered during the investigation was a group of post-holes dated to 1,880-1,640 BC and which had been intentionally burnt down probably not long after construction. The post-holes may represent the remains of a Bronze Age timber circle."<sup>8</sup>

Formal archaeological importance: this is one of six scheduled ancient monuments in the centre of Shaftesbury. And there is emerging interest in other corners of the town. Castle Green, Castle Hill (the area occupied by the 'castle'), Old Brow and St John's Churchyard/Bury Litton are fragments of a whole, and should be considered together.

Other commentary on the Green and its surrounding area

"Grassed open area, including the probable NW part of the Saxon burgh". EH 2004

"The Saxon borough lay on the W. of the abbey, where gardens and scattered houses now flank the street called Bimport. The population at the time of the Domesday survey must have been at least 1,000. In the 12th century a small castle was built at the western extremity of the spur." RCHM p 56, 1972.

"The borough probably occupied the end of the spur with a rampart across the neck, perhaps on the line of Magdalene Lane". RCHM p 75, 1972.

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<sup>8</sup> AOC findings at Coppice Street: <http://archaeologydataservice.ac.uk/archsearch/record.jsf?titleId=1914178> .

## Bibliography from PastScape online database:

The screenshot shows a web browser window with the URL [www.pastscape.org.uk/hob.aspx?hob\\_id=206558&sort=2&type=&typeselect=c&rational=a&class1=None&period=None&county=None&district=None](http://www.pastscape.org.uk/hob.aspx?hob_id=206558&sort=2&type=&typeselect=c&rational=a&class1=None&period=None&county=None&district=None). The page is titled "SOURCE TEXT" and lists several references:

- (1) by K J Penn 1980 Historic towns in Dorset  
Dorset Natural History and Archaeological Society monograph series No.1 (1982) - NO.1 - 1977 Page(s)84, 89
- (2) Scheduled Monument Notification  
DOE (IAM) Record Form 17.5.77
- (3a) General reference  
De Rebus gestis Regis Alfredi 98.2
- (3b) Medieval archaeology : Journal of the Society for Medieval Archaeology  
(D Hill) 13 - 1969 Page(s)84-82
- (3c) General reference  
'Dorset' 1970 188 (C C Taylor)
- (3) Royal Commission on Historical Monuments (England) 1972 An inventory of historical monuments in the County of Dorset. Volume four : north Dorset  
1972 Page(s)56,75
- (4) Proceedings of the Dorset Natural History and Archaeological Society  
(Rutter J). 111 - 1989 Page(s)125-7
- (5) edited by David Hill and Alexander R Rumble 1996 The defence of Wessex : the Burghal Hidage and Anglo-Saxon fortifications  
1996 Page(s)216-7

A [back to top](#) link is visible at the bottom right of the list.

[ End of Appendices ]  
STC, September 2016

**Report to the Meeting of Shaftesbury Town Council's**  
Recreation, Open Spaces and Environment Committee,  
to be held at 7.00pm on Tuesday 20th September 2016 in  
the Council Chamber, Shaftesbury Town Hall

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Cockrams Recreation Ground

1. **Purpose of Report**

To consider improvements to Cockrams Recreation Ground.

2. **Recommendation**

- 2.1. That the Committee resolves expenditure as outlined in the report for improvements to Cockrams Recreation Ground.

3. **Background**

- 3.1. In March 2012 the Town Council installed an Elephant Springer, Access Whirl, VIP Swing and Acquito Q as well as the appropriate grass matting at Cockrams Recreation Ground. Installed in July 2006 were a balance beam and stepping stones, roundabout and free-standing slide.
- 3.2. Consideration may be given to provision of further play equipment suited to younger users as part of the Play and Recreation budget for 2017/18.
- 3.3. There is limited fencing at Cockrams, the play inspection did not identify any risk however members may consider that the addition of some fencing may provide additional security for younger users.
- 3.4. The Chairman recommends the following:
- 3.4.1. Groundstaff to add 8 yards of safety fencing - approx cost £50
- 3.4.2. Groundstaff to put in naturalised hedging along fencing from Youth Club fence up to safety fencing delegated cost (taken from Tree Budget) £50-£80
- 3.4.3. Seat needs paving at base (gone muddy) - do similar paving to Coppice St Corner (£15 plain M2 slabs or £110 to match Coppice Street); plant shrubs behind the seat suggestions include escallonia (£20); and/or Daisy/Oleria Bush (£10); Flower Budget
- 3.4.4. Basket Ball Court - paint wall outside - green and wall inside – blue. Groundstaff maintenance (£120) Planting around Basket Ball Court to soften the look with Euonymus japonicus - £80 Flower Budget
- 3.4.5. Soften Football Club practice ground fencing by adding 12 climbers to wire fencing - Clematis; Jasmine etc Fencing currently looks cold. approx £100
- 3.4.6. Consider adding 2 (indestructible Picnic Tables) low priority at this stage - get planting in first.

#### 4. **Financial Implications**

- 4.1. Grounds Maintenance (Revenue) balance ..... £1,936  
Estimated expenditure outlined above ..... - £280  
Budget remaining ..... £1,656
- 4.2. Ground Cover Planting (Reserves & Projects) balance ..... £3,175  
Estimated expenditure outlined above ..... - £210  
Budget remaining ..... £2,965
- 4.3. Tree Planting (Reserves & Projects) balance ..... £2,745  
Estimated expenditure outlined above ..... - £80  
Budget remaining ..... £2,665
- 4.4. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised by a duly delegated committee of the council for items over £500

#### 5. **Legal Implications**

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

#### 6. **Risks**

- 6.1. Cost of replacement in the event of vandalism or theft.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report to the Meeting of Shaftesbury Town Council's**  
Recreation, Open Spaces and Environment Committee,  
to be held at 7.00pm on Tuesday 20th September 2016 in  
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Planting

1. **Purpose of Report**

To consider planting plans for key areas in the town.

2. **Recommendation**

2.1. First recommendation

2.2. Second recommendation (if any)

3. **Background**

3.1. The Chairman is asking the Committee for consideration of planting in the following areas;

3.2. 12 Lamppost planters. Potting soil (£20), trailing ivy (£144), bulbs eg narcissi (£13). Total not to exceed £200.

3.3. Brionne Garden. Row of hebe or evergreen hedge consisting of Cherry Laurel, Wayfaring Tree, Oval Leafed Privet, Christmas Berry and Holly in front of wall (£60), mixture of



bulbs – crocuses, daffodils, narcissi (£35), large mature Magnolia Tree (£200). Total not to exceed £300.

3.4. Bell Street Car Park. Kings Arms flower bed – soil to be raised 2 inches (£100), bulbs to be planted (£35), Ground cover of wood anemones (£10) and periwinkle (£10). Total not to exceed £150

3.5. Barton Hill - behind the MUGA. - Plant naturalised bird friendly mixed hedge such as crab apple, wild cherry and elder (£200), Betula Pendula Trees - approximately 5 £300, Pig netting to protect the plants while they are young (£20). Total not to exceed £500

3.6. Castle Hill. Plant bluebells, wild primrose, wood anemone & periwinkle under the trees next to the Queen Mother's garden. The bank leading to Castle Hill steps down the slope also to be planted. (£200), hedge plants around the ambulance park (£35)

3.7. Coppice Street Corner. Upright shrubs to be planted against the wall and railings in Coppice Street Corner.

4. **Financial Implications**

4.1. Ground Cover Planting (Reserves & Projects) balance.....	£3,175
Anticipated expenditure from item 0916ROSE08 .....	- £210
Estimated expenditure outlined above .....	- <u>£645</u>
Budget remaining .....	<u>£2,320</u>

4.2. Tree Planting (Reserves & Projects) balance .....	£2,745
Anticipated expenditure from item 0916ROSE08 .....	- £80
Estimated expenditure outlined above .....	- £755
Budget remaining .....	<u>£1,910</u>

- 4.3. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised by a duly delegated committee of the council for items over £500

5. **Legal Implications**

- 5.1. The Town Council has the Power of General Competence.
- 5.2. The Bell Street carpark is owned by North Dorset District Council.

6. **Risks**

- 6.1. Cost of replacement in the event of vandalism or theft.

(End)

Report Author:  
 Claire Commons  
 Interim Deputy Town Clerk



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Shaftesbury Snowdrop Festival

1. **Purpose of Report**

To consider a request from Shaftesbury Snowdrops for support from the Council's Grounds Team

2. **Recommendation**

- 2.1. That the Committee resolves upon the level of Grounds Team support to provide to the Shaftesbury Snowdrop Festival.

3. **Background**

- 3.1. At its meeting on 5<sup>th</sup> January 2016, the ROSE Committee considered a number of requests from the Shaftesbury Snowdrop Festival including use of the Grounds Team's time in support of the project. The Committee agreed that the Snowdrop Festival should prepare a proposal for the requests. (Minute R69 refers)
- 3.2. At its meeting on 19<sup>th</sup> January 2016, the General Management Committee received a proposal from Shaftesbury Snowdrops but the resolutions made did not include provision of the Grounds Team's time. (Minute G73 refers)
- 3.3. The Committee is asked to consider the request for time as set out in the report (see **Appendix B** to this report)

4. **Financial Implications**

- 4.1. There is no financial expenditure arising from this report however, the 'cost' of the Grounds Team's time should be considered in relation to its routine duties.

5. **Legal Implications**

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

6. **Risks**

- 6.1. The Grounds team is working at 75% capacity. There is an identified risk of the Grounds Team being unable to carry out its Health and Safety obligations, routine duties and scheduled work.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk



# SHAFTESBURY SNOWDROPS

DIAMOND JUBILEE COMMUNITY LEGACY

7<sup>th</sup> January 2016

**Proposal to Shaftesbury Town Council for the support and development of the Community Legacy created by the Diamond Jubilee Snowdrop project.**

**Background**

The Snowdrop project began in 2012 as a civic, community and economic legacy project – a 21<sup>st</sup> century tribute to the Queen. The Snowdrop trails around the town are slowly developing and being enjoyed by residents and visitors alike. The Snowdrop Festival has become an annual fixture in the Town and the wider area's calendar. The Festival is now a major draw for tourists in what is traditionally the quietest month of the year. Visitors have historically come to the Shaftesbury Snowdrop events from across the UK and Europe; 2016 will see us welcome the first (that we know of) visitors from the USA. Coach companies based in London and in Germany have already been seeking dates for 2017. The project has also been approached by enthusiasts to run an autumn day for snowdrop lovers/collectors too which may bring additional footfall to the town in late October.

The key Snowdrop Festival events already match or surpass other significant events on the snowdrop 'circuit' such as Colesbourne in Gloucestershire. The organisers of the Shaftesbury events are well regarded within the horticultural community and now attract one of the foremost sales of rare specialist snowdrops bulbs in the country. The developing heritage collection of snowdrops is unique in that it is held by a Charitable Trust and unlike privately owned National Collections (which are dispersed on the owner's death). This collection, in time and with nurturing, will put Shaftesbury in a position similar to the National Fruit Collection in Kent.

The Snowdrop Project currently brings in experts to provide Masterclasses on the re-potting (carried out annually to maintain plant health) and on "Twin Scale" propagation techniques for rare varieties. These are open to the community to attend.

The Town Council has supported the Snowdrop Festival with a grant for a number of years (£500 in 2015). We are delighted that the present Mayor has selected snowdrops as the theme for the 2016 Civic Event.



Swans Trust, Swan Street, Shaftesbury, Dorset SP7 8JG T: 01747 300172 E: info@shaftesburysnowdrops.org www.ShaftesburySnowdrops.org Charity No. 1063757

Shaftesbury's Community Development Trust



# SHAFTESBURY SNOWDROPS

DIAMOND JUBILEE COMMUNITY LEGACY

## Our Proposal:

We are now seeking the Council's formal support to develop the Snowdrops trails and help the Snowdrop Festival grow; to achieve this we are requesting the following assistance:

1. 4 days' time from the Council's Grounds Team, each year to assist with the specialist tasks of potting up bulbs, creating the civic displays for the Festival and subsequently transplanting these bulbs into permanent spaces and by doing so develop the town's snowdrop walking trails and gateways.
2. That the Council's planting schemes include more snowdrops where appropriate. The town has public areas where permanent low maintenance planting would be of benefit e.g. the planting of colourful ground cover "heuchras" (an evergreen) with snowdrops planted underneath or the under-planting of cornus/dogwood hedges would enhance the town and present little or no time/cost implications.
3. The financial and civic support to see the installation of a 'Snowdrop Arch' initially proposed in 2011. We have secured permission from the Lord Chamberlain's office to include a piece of the Queen's insignia within the design marking it as an officially recognised Diamond Jubilee tribute. We hope this may in turn lead to a visit from a senior member of the Royal Family.
4. Dry, secure storage space for the snowdrop project materials which is used during the Festival (Wheelbarrows, banners etc.) and the tools and equipment used for educational and community planting events.
5. The Snowdrop Project are seeking a secure nursery space, ideally with raised beds and a poly tunnel/greenhouse. Space to host an outdoor classroom to further their educational work with children and adults is also sought. It is hoped to develop the general horticultural education opportunities for the benefit of Shaftesbury residents.

## Our Offer:

- We would welcome members of the Grounds Team at our Masterclass workshops to add to the council's skill base and knowledge of snowdrops.
- In addition we would like to offer space for 2 representatives from the Council/Grounds Team to attend the snowdrop Study day on 13/2/16 to experience the event.



Shaftesbury's Community Development Trust

Swans Yard, High Street, Shaftesbury, Dorset SP7 8JG T: 01747 308174 E: info@ShaftesburySnowdrops.org www.ShaftesburySnowdrops.org Charity No. 1063757

**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**

2.1. To receive and note the report

3. **Background**

Report to follow.

**Report to the Meeting of Shaftesbury Town Council's**  
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Future Meetings of the Committee

1. **Purpose of Report**

To confirm the date of the next meeting of the Committee and identify matters for inclusion on the agenda.

2. **Recommendation**

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

3. **Date and items for the next meeting**

- 3.1. The next scheduled meeting of the Committee is 25<sup>th</sup> October 2016. The following matters have been identified for inclusion on the agenda. The Committee is asked to consider any additional items.
- 3.2. Re-sighting of litter bins and purchasing new bins like Barton Hill
- 3.3. Coppice Street Corner- Stepping Stones across the grass to lead person to the seat from the pavement. Raised Planter. Construction of triangle stone pot
- 3.4. Park Walk and Jubilee Steps. Railings on Jubilee Steps to be replaced by hoop topped black iron railings. This could be done in sections, starting at the Rose Garden end and finishing at the Stoney Path end - depending on the cost of the railings.

4. **Financial Implications**

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

5. **Legal Implications**

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

6. **Risks**

- 6.1. There are no risks identified in this report.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk