



# Shaftesbury Town Council

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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 or directly following the extraordinary Council Meeting on Tuesday 29<sup>th</sup> November 2016 in the Council Chamber, Shaftesbury Town Hall**

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

**Nick Randle OBE**

**Locum 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	
<b>01. Apologies</b>	To receive and consider for acceptance, apologies for absence
<b>02. Declarations of Interest and Dispensations</b>	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.
<b>03. Minutes</b>	To confirm as a correct record, the minutes of the previous meeting of this Committee.

Agenda Item		
<b>04. Chairman's updates</b>	To receive a report from the Chairman of the Committee from the Shaftesbury Open Spaces Group.	
<b>05. Cycle racing track</b>	To consider provision of a cycle racing track and BMX course (velopark) in Shaftesbury	<b>p3</b>
	Report 1116ROSE05	
<b>06. Park Walk – Bench Request</b>	To consider request for memorial bench on Park Walk	<b>p4</b>
	Report 1116ROSE06	
<b>07. Grounds Team Mower</b>	To consider the purchase of a Ransomes MP653 mower.	<b>p6</b>
	Report 1116ROSE07	
<b>08. Enmore Green Pond – dredging</b>	To consider dredging works to the pond in Enmore Green.	<b>p9</b>
	Report 1116ROSE08	
<b>09. Park Walk and Jubilee Steps</b>	To consider improvement works to Park Walk and Jubilee Steps.	<b>p10</b>
	Report 1116ROSE09	
<b>10. Swimming Pool</b>	To consider drainage improvements to the Shaftesbury Pool	<b>p12</b>
	Report 1116ROSE10	
<b>11. Donkey Field Community Orchard</b>	To consider drainage improvements to the Shaftesbury Pool	<b>p13</b>
	Report 1116ROSE11	
<b>12. Officer Report and Future Meetings of the Committee</b>	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.	<b>p14</b>
	Report 1116ROSE12	

(End)

**Report 1116ROSE05 to a Meeting of Shaftesbury Town Council's  
Recreation, Open Spaces and Environment Committee,  
to be held at 7.00pm or directly following the extraordinary Council  
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Shaftesbury Town Hall**

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**Cycle racing track**

**1. Purpose of Report**

To consider provision of a cycle racing track and BMX course (velopark) in Shaftesbury

**2. Recommendation**

- 2.1. That the Committee supports the proposal in principle to allocate approximately one third of the open space at Wincombe Recreation Ground for cycling.

**3. Background**

- 3.1. Shaftesbury Rotary Club met with the Interim Deputy Town Clerk to discuss the possibility of a velopark in Shaftesbury. They write;

"Shaftesbury Rotary Club have been established in the town for over 50 years and continually supportive to the needs of the community from the very young to the elderly and many projects that have brought pleasure and comfort. We are only too aware (as your Councillors are) that the growth of the town's population will bring some big challenges, one of which we believe is the need for young children through to teenagers and perhaps beyond to expend their energies on a purpose built outdoor cycle racing track with an interfacing BMX course. At this stage we are asking for your support in principle to earmark approximately one third of the open area (which will remain open) [at Wincombe Recreation Ground]. We are confident funds are available from several different sources but all enquiries we have made are depending on establishing a location and of course the suggested site is ideal as it sits between existing and proposed new housing development."

- 3.2. A velopark has recently been created in Torbay and can be seen using this link  
<http://www.englishriviera.co.uk/things-to-do/torbay-velopark-p1709993>

**4. Financial Implications**

- 4.1. There are no financial implications at this point. If the Council is supportive of the project, a project plan with costs will be drawn up and programmed into the Council's schedule.

**5. Legal Implications**

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

**6. Risks**

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

(End)

Report Author:  
Claire Commons, Interim Deputy Town Clerk

**Report 1116ROSE06 to a Meeting of Shaftesbury Town Council's  
Recreation, Open Spaces and Environment Committee,  
to be held at 7.00pm or directly following the extraordinary Council  
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**Park Walk – Bench Request**

**1. Purpose of Report**

To consider request for memorial bench on Park Walk

**2. Recommendation**

- 2.1. That permission be granted for a memorial bench on Park Walk

**3. Background**

- 3.1. A request for siting a memorial bench on Park Walk has been received. The benefactor writes;

“This would be in memory of Ms Irma Robertson, she worked as an optometrist at Harrolds in Shaftesbury for 10 years and is sadly missed by her many friends since she lost her battle with cancer on 17<sup>th</sup> August 2016.”

- 3.2. The bench to be installed will be identical to the bench shown below which is already sited on Park Walk.



- 3.3. The full cost of the seat is borne by the applicant and the Town Council will bear the cost of installation, insurance and maintenance.
- 3.4. Any seats donated to the Town Council will be considered to be the property of the Town Council and will be added to the authority's Asset Register for insurance and audit purposes.
- 3.5. A donated seat will remain allocated to the applicant for the period of ten years. At the end of that time period, when the seat is due for replacement, applicants will be offered first refusal on renewal and by accepting will agree to bear the associated replacement costs.

- 3.6. The Town Council reserves the right to relocate the bench at the end of the ten year period if not renewed by the benefactor.

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

- 4.1. There are no financial implications arising for the purchase of the bench. Cost for maintenance will be absorbed within the routine grounds team operation.

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

- 5.1. The Town Council has the Power of General Competence.
- 5.2. The Seat donations Policy requires that the location and style of seat must be agreed with officers of the Council and authorised by the Recreation, Open Spaces and Environment Committee.

#### **6. Risks**

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

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report 1116ROSE07 to a Meeting of Shaftesbury Town Council's  
Recreation, Open Spaces and Environment Committee,  
to be held at 7.00pm or directly following the extraordinary Council  
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**Grounds Team Mower**

**1. Purpose of Report**

To consider the purchase of a Ransomes MP653 mower.

**2. Recommendation**

- 2.1. That the Committee recommends to Council the purchase of a Ransomes MP653

**3. Background**

- 3.1. The Head Groundsman has identified the need to replace the current mower.
- 3.2. The team have worked one season with the existing mower, taking on the cutting of the verges in addition to the existing Town Council land.
- 3.3. In order to avoid clumping of grass, the cutting needs to be carried out more frequently. The proposed new mower will enable the grass cutting time to be reduced by half due to the larger cutting deck. The batwing style of the mower means that it is still as easy to manoeuvre and access the same areas that the current mower can but with increased efficiency.
- 3.4. The Council has agreed in principle to taking on any open spaces offered to the town Council and therefore the area for maintenance is expected to increase.
- 3.5. The Ransomes MP653 will be a safer machine to use particularly on banks such as Grosvenor Road. This is due to the larger size and stabilising effect of the batwing decks.
- 3.6. The picture below shows the existing Kubota F3680. The current service charge is £1200 (not including repairs) and the hydraulics are beginning to perish.





3.7. The pictures below show the Ransomes MP653



- 3.8. Retail value of a new machine of this specification is £59,267. This machine is an ex demonstration model and is available at £32,500. The supplier has offered part exchange for the Kubota F3680 at £4,500 therefore the balance to pay would be £28,000.
- 3.9. The supplier has agreed to hold this item until 7<sup>th</sup> December 2016 only, it is expected to be sold immediately it is made available on the open market.
- 3.10. The supplier has offered a finance package for this machine, if the Council were to pay the VAT element in full on signing the agreement, the monthly figures would be as follows;  
36 monthly payments of £849.20 or  
48 monthly payments of £655.74 or
- 3.11. Officers recommend that within the financial capabilities of the Council, it is better not to tether the Council to long financial agreements. It is therefore recommended to purchase the mower on a 36 month payment option costing a total of £3,397 for the remaining four

months of the current financial year, £10,190 per annum for the following 2 years and £6,794 for the third year.

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

4.1. Budget allocation for current year .....	£10,000
Estimated expenditure outlined above .....	- £3,397
<b>Budget remaining</b> .....	<b><u>£6,603</u></b>

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 £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

4.3. As the total expenditure outlined in this report is £32,500 (inclusive of the value of the Kubota as part exchange), authority for this expenditure rests with full Council.

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

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

5.2. Reference any other legal implications as may have been identified in the background information above.

#### **6. Risks**

6.1. That the Council incurs additional costs in maintaining an old and small mower.

6.2. That the Council incurs additional staff time in maintenance of its open spaces and verges by buying a smaller mower.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk



**Report 1116ROSE08 to a Meeting of Shaftesbury Town Council's  
Recreation, Open Spaces and Environment Committee,  
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**Enmore Green Pond – dredging**

**1. Purpose of Report**

To consider dredging works to the pond in Enmore Green.

**2. Recommendation**

- 2.1. To recommend to Full Council the appropriate budgetary provision for dredging the pond in Enmore Green.

**3. Background**

- 3.1. A site meeting at Castle Hill was held with the Dorset Rangers on 5<sup>th</sup> October 2016 to review the works required to the area currently maintained under agreement with the Ranger service both in the short and medium term.
- 3.2. Dredging of the pond at Enmore Green was identified as a requirement within the management plan but the cost of which fell outside it.
- 3.3. The last time the pond was dredged was in 2010 at a cost of £5,000 including some tree work and hedge laying.
- 3.4. Up-to-date quotes were requested in October but are still awaited.

**4. Financial Implications**

- 4.1. There is no budgetary provision for this work. The Committee may consider recommending expenditure from General Reserves, virement from an alternative budget line or make the appropriate budgetary provision for the financial year 2017/18.
- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items is to be determined by Full Council for all items over £5,000.

**5. Legal Implications**

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

**6. Risks**

- 6.1. Failure to dredge the pond will increase the level of silt and reduce the ability for the pond to manage the water resulting from springs in the area. This causes problems of flooding on the road adjacent to the pond and the nearby property.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report 1116ROSE09 to a Meeting of Shaftesbury Town Council's  
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**Park Walk and Jubilee Steps**

**1. Purpose of Report**

To consider improvement works to Park Walk and Jubilee Steps.

**2. Recommendation**

- 2.1. That the railings on Park Walk be painted
- 2.2. That a schedule of works for Park Walk and Jubilee Steps be agreed.

**3. Background**

- 3.1. At its meeting on 19<sup>th</sup> July 2016, the Committee resolved to adopt the plan contained within officer report 0716ROSE07 and delegate £5,000 to officers to obtain quotes and work in consultation with the Committee Chair and Vice-Chair on elements 1, 2 and 3 of the plan. Quotes have been sought and are awaited for this work.
- 3.2. At the General Management Committee meeting on 15<sup>th</sup> November 2016, it was mooted that additional works would be desirable for the area.
- 3.3. Further suggestions for improvement might be;
  - Painting the railings on Park Walk
  - Improvements to the shelter on Park Walk
- 3.4. Any additional work identified by the Committee will need to be investigated by officers and brought back to the Committee for approval of expenditure.

**4. Financial Implications**

4.1. Budget allocation for the current year .....	£8,000
Expenditure already delegated for carrying out 3.1 .....	- £5,000
<b>Budget remaining.....</b>	<b><u>£3,000</u></b>

- 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 £500; or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

**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

**Report 1116ROSE10 to a Meeting of Shaftesbury Town Council's  
Recreation, Open Spaces and Environment Committee,  
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**Swimming Pool**

**7. Purpose of Report**

To consider drainage improvements to the Shaftesbury Pool.

**8. Recommendation**

- 8.1. To delegate up to £750 to Officers for the improvement of drainage at the Swimming Pool.

**9. Background**

- 9.1. The Pool Manager has identified essential works required to the pool prior to opening again for the 2018 season.
- 9.2. The pool has suffered from the problem of holding water around the pool side (particularly at the shallow end). Work is required to investigate the soft patches under the rubber flooring and to repair these along with any other pool side related issues.
- 9.3. The works involved are;
- 9.3.1. To cut grout from between the coping tiles in the worst affected areas
- 9.3.2. Clean up after works
- 9.3.3. Investigate soft patches around the pool under the rubber rock floors and advise
- 9.4. Comparative quotes are being sought, the first estimate received is for £630 plus VAT and any materials required to be charged extra.

**10. Financial Implications**

10.1. Funds available .....	£6,254
Estimated expenditure outlined above .....	- £750
<b>Budget remaining.....</b>	<b><u>£5,504</u></b>

- 10.2. Financial Regulation 4.1 requires that expenditure on revenue items is to be determined by a duly delegated committee of the council for items over £500.

**11. Legal Implications**

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

**12. Risks**

- 12.1. Not carrying out repairs at this stage could incur greater repair bills in the future.

(End)

Report Author:  
Claire Commons, Interim Deputy Town Clerk

**Report 1116ROSE11 to a Meeting of Shaftesbury Town Council's  
Recreation, Open Spaces and Environment Committee,  
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**Donkey Field Community Orchard**

**1. Purpose of Report**

To receive the Donkey Field Community Orchard's draft management plan and consider recommendations to Council for an appropriate agreement between the Council and the Community Orchard.

**2. Recommendation**

- 2.1. That the Committee receives and notes the report from the Donkey Field Community Orchard and makes recommendations to Council for an appropriate agreement between the Town Council and the Community Orchard.

**3. Background**

- 3.1. The formal lease between the Donkey Field Community Orchard and Shaftesbury Town Council expired in August 2016. The Council granted the Donkey Field Community Orchard a rolling licence to occupy in the intervening period while a more formal agreement was reached. (minute reference R18 refers)
- 3.2. The Donkey Field Community Orchard have provided information relating to the orchard and the group's management of it. This has been provided by email to members.

**4. Financial Implications**

- 4.1. There are no financial implications arising from 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

**Report 1116ROSE12 to a Meeting of Shaftesbury Town Council's  
Recreation, Open Spaces and Environment Committee,  
to be held at 7.00pm or directly following the extraordinary Council  
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Shaftesbury Town Hall**

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**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. Skatepark. Raddi ramps will be visiting the site shortly to assess any works required. They have read the play inspection report and are satisfied that there are no urgent matters to be addressed. When they visit the site they will provide an estimate to bring it right up to standard including any painting that is required.
- 3.2. Painting of play areas. It was noted that when the Ash Close play area was painted, despite putting 'wet paint' signs on the affected areas, children were using the equipment and leaving scuff marks before the paint had fully dried. When future painting works are undertaken, the committee may wish to consider hiring harris fencing to further protect the areas. Harris fencing currently costs £5.90 per 3.5m panel per week.
- 3.3. Gold Hill Wall. Dorset County Council will be visiting week commencing 5<sup>th</sup> December to remove the vegetation from the wall, carry out any repointing works required and replace any missing or loose stones.
- 3.4. The Head Groundsman will provide any updates on the work of the Grounds Team as requested by the Committee.

**4. Date of and items for next meeting**

- 4.1. The next scheduled meeting of the Committee is 10<sup>th</sup> January 2017.
- 4.2. The Committee is requested to consider items for inclusion on the agenda for its next meeting in order to provide sufficient time for matters to be researched and reports written for issue with the agenda papers and in turn provide for greater transparency and informed decision making.
- 4.3. 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.



4.4. Items already noted for consideration are;

- Litter bins. This was identified on a previous agenda but no specifics provided. Please advise what the Committee is asked

**5. Financial Implications**

There are no financial implications arising from this report

**6. Legal Implications**

There are no legal implications arising from this report

**7. Risks**

There are no risks identified from this report

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

