

Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's Recreation, Open Spaces and Environment Committee (ROSE), Councillors Cook, Hall, Jackson, Kirton, Loader, Proctor. All other recipients for information only.

You are required to attend a meeting of the Recreation, Open Spaces and Environment Committee for the transaction of the business shown on the agenda below.

To be held at 7.00pm on Tuesday 19 September 2017 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, 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

- 1 APOLOGIES 3**
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST 3**
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.
- 3 MINUTES 3**
To confirm as a correct record, the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee.
- 4 COMMITTEE BUDGET 4**
To consider the Committee's requirements for the budget for 2018/19
- 5 WINCOMBE RECREATION GROUND 7**
To consider matters raised by residents in relation to Wincombe Recreation Ground
- 6 THE KNAPP 9**
To consider options for community area of land

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

(End)

**Administration for a meeting of the Recreation, Open Spaces and
Environment Committee
To be held at 7.00pm on Tuesday 19 September 2017 in the Council
Chamber, Shaftesbury Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

1.1 Apologies received to date

1.1.1 .

2 Declarations of Interest

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.

2.1 Declarations of Interest received to date

2.1.1 There have been no declarations received at the point of papers being issued.

3 Minutes

To confirm as a correct record, the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee.

3.1 Minutes to be adopted

3.1.1 11th July 2017

**Report 0917ROSE4 to a meeting of the Recreation, Open Spaces and
Environment Committee
To be held at 7.00pm on Tuesday 19 September 2017 in the Council
Chamber, Shaftesbury Town Hall**

4 Committee Budget

To consider the Committee's requirements for the budget for 2018/19

4.1 Recommendation

- 4.1.1 That the Committee provides its first draft budget requirements for 2018/19 to the General Management Committee for consideration in preparing the Council's budget and precept request 2018/19.

4.2 Projects

- 4.2.1 The Committee is asked to consider its capital and project aspirations for 2018/19. The current capital and projects list is shown at Appendix A.

4.3 Street Markets

- 4.3.1 The Street Markets currently bring in an income of £8,000 per year with staffing costs of approximately £500, therefore generating a 'net income of £7,500. The current figures for this year are on track to meet our current budget figure. We have two new regular traders; an organic butcher and an olive seller.

- 4.3.2 Option Maintain. The Council makes no change to the current charges. Price increases have been implemented over the last two years, talking to traders we are in line with other street markets of our size and would like to encourage more traders.

- 4.3.3 Option Cut. There are no options to cut the service as it is one of the Council's few income generators.

- 4.3.4 Option Improve. The Council applies an increase to the market rents for 2018/19. The rent charge for consideration is £19.50 representing a small increase of 50p/ This would uplift the budgeted income to £9,082

	Maintain	Cut	Improve
Cost to Council	Budgeted income £8892, increase on last year, reflecting new traders	-	Budgeted income of £9,082, income generated after staffing costs £8,582
Impact on service	None	-	Service maintained, traders rent increased
Benefits	Serving the people of Shaftesbury	-	Increases the income
Risks	No additional risk	-	Unpalatable to traders as pitch fees were increased last year, may deter new traders
Affordability	Increase in income	-	Increase in income

- 4.3.5 Strategic Plan Link. 7.2.1 Review Revenue opportunities. Appendix 2, Expand Street Markets

4.3.6 Shaftesbury is a market town and the Town Council has the responsibility to maintain the market

4.4 Allotments

4.4.1 Bray x 9, Mampitts x 18, St James x 58.

4.4.2 Average cost per plot £20 per year. Officer recommendation no increase this year as rents have increased significantly over the past 3 years. Income expected £1,700.

4.4.3 Cost to the Council £1,275 in water, repairs and maintenance and equipment hire, plus grounds time for grass, hedge cutting throughout the year. No net income.

4.4.4 If a 2.5% increase was implemented this would increase income to £1,742.50 increasing the average plot cost to £20.50

4.5 Hall Hire

4.5.1 Currently £230 for a whole day for the Guildhall. Budgeted income £28,691, currently underbudget at month 6 at £12,061. Recommend a budget of £27,000 next year.

4.5.2 Recommend a commercial rate increase of 2.5% to counteract the impact of VAT.

4.5.3 If hall hire fees are increased next year it is likely that the Council will lose at least one of its regular hirers thereby losing an income of £2,875.

4.5.4 Upgrading the kitchen facilities will provide a more attractive hiring environment and should be able to command an increased hire cost.

4.5.5 The halls are currently hired out in 4 hour (1/2 day) blocks. The Council may consider setting an hourly rate for the hall which may entice smaller hirers for the quieter periods.

4.6 Weddings

4.6.1 Currently £230 per wedding with additional £15 for chair covers and sashes for up to 50 people or £20 extra for up to 85 people.

4.6.2 Additional use of the rooms after 2 hours £40 per hour (by prior arrangement)

4.6.3 Wedding bookings are down on last year therefore it is recommended that there is no increase in the hire cost. It is suggested that officers investigate hosting a wedding fair for 2019/20

4.7 Cemetery

4.7.1 Purchase of grave currently £132 – suggest increase to £150
Purchase of Cremation plot currently £71.80 – suggest increase to £80
Internment of ashes currently £60.50 – suggest increase to £70
Internment currently £93.50 – suggest increase to £105

4.7.2 Charges made by other local councils currently range from £895 to £195 for purchase of grave and internment with Shaftesbury £225 being the second cheapest.

(End)

Report Author:

Claire Commons, Town Clerk

Appendix A. Capital and Project Budget

Printed on 15/09/2017

At 15:50

Shaftesbury Town Council Budget Detail - By Committee

Page No 1

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

Note : 31/08/2017

		<u>Last Year</u>		<u>Current Year</u>						
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual
Reserves & Projects										
901	Reserves & Projects									
4902	Community Hall Cockrams	3,000	0	0	3,000	0	3,000	0	0	0
4904	Toilets	21,500	0	6,000	24,500	0	30,500	0	0	0
4905	Town Hall Building Fund	0	0	0	0	0	0	8,358	0	0
4906	Playground Equipment	36,987	31,770	0	5,217	0	5,217	0	0	0
4907	Grounds Equipment	6,089	6,089	2,000	0	0	2,000	0	0	0
4910	Street Furniture	16,826	5,979	4,000	10,847	0	14,847	200	0	0
4912	Energy System Town Hall	5,000	0	0	5,000	0	5,000	0	0	0
4913	Town Centre Enhancement	8,109	0	0	8,109	0	8,109	0	0	0
4914	Ground Cover Planting	3,810	2,110	0	1,700	0	1,700	947	0	0
4917	Cycle Route	11,500	0	0	11,500	0	11,500	0	0	0
4920	Town Entrance	2,705	0	0	0	0	0	0	0	0
4921	Swimming Pool	30,755	17,864	0	0	0	0	0	0	0
4922	Vehicles	10,000	0	14,000	10,000	0	24,000	0	0	0
4924	Heritage Lanterns	10,000	0	0	10,000	0	10,000	0	0	0
4925	Toilet Improvements	3,000	0	0	0	0	0	0	0	0
4926	Tree Planting	2,745	387	2,000	3,273	0	5,273	0	0	0
4927	Tree Removal	1,510	595	0	0	0	0	0	0	0
4928	Replacement IT Equipment	2,500	2,345	2,500	0	0	2,500	0	0	0
4929	Cemetery Improvements	9,800	7,496	0	2,304	0	2,304	0	0	0
4930	Jubilee Steps Enhancement	8,000	2,600	0	5,400	0	5,400	720	0	0
4931	Swimming Pool Running costs	12,967	0	10,000	35,895	0	45,895	799	0	0
4932	Neighbourhood Planning Group	13,010	4,325	0	8,686	0	8,686	583	0	0
4933	A30 Allotment Site	0	0	25,000	0	0	25,000	0	0	0
	OverHead Expenditure	219,813	81,559	65,500	145,431	0	210,931	11,607	0	0
1301	Miscellaneous Income	0	6,153	0	0	0	0	0	0	0
	Total Income	0	6,153	0	0	0	0	0	0	0
901	Net Expenditure	219,813	75,406	65,500	145,431	0	210,931	11,607	0	0
902	Capital Replacement Reserve									
4905	Town Hall Building Fund	35,000	0	31,683	35,000	0	66,683	0	0	0
4909	Gold Hill Wall	5,000	0	0	0	0	0	0	0	0
4918	CCTV	4,000	0	6,000	4,000	0	10,000	0	0	0
	OverHead Expenditure	44,000	0	37,683	39,000	0	76,683	0	0	0
902	Net Expenditure	44,000	0	37,683	39,000	0	76,683	0	0	0
Reserves & Projects - Expenditure										
	Income	0	6,153	0	0	0	0	0	0	0
	Net Expenditure	263,813	75,406	103,183	184,431	0	287,614	11,607	0	0
	Total Budget Expenditure	263,813	81,559	103,183	184,431	0	287,614	11,607	0	0
	Income	0	6,153	0	0	0	0	0	0	0
	Net Expenditure	263,813	75,406	103,183	184,431	0	287,614	11,607	0	0

**Report 0917ROSE5 to a meeting of the Recreation, Open Spaces and
Environment Committee
To be held at 7.00pm on Tuesday 19 September 2017 in the Council
Chamber, Shaftesbury Town Hall**

5 Wincombe Recreation Ground

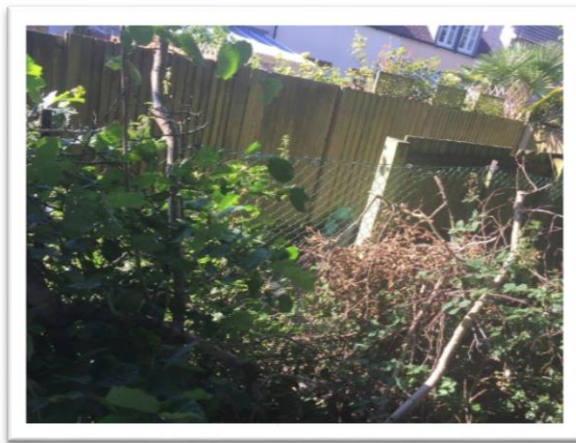
To consider matters raised by residents in relation to Wincombe Recreation Ground

5.1 Recommendation

- 5.1.1 That the Committee considers removing a branch in the hedge at Wincombe Recreation Ground

5.2 Hedge Background

- 5.2.1 In July 2017 the Council was contacted by a resident requesting that a branch in the hedge of Wincombe Recreation Ground was removed.
- 5.2.2 The request was “that the tree branch is removed which would prevent this from being used as a hang out for children who I can assure you cause a nuisance to local residents and can see into the back gardens of this row.”
- 5.2.3 The grounds team attended a removed what they believed to be the offending branch but a follow up call was received saying that the branch was still there. The Clerk carried out a site visit with the head groundsman on 25th July and took the following photos;



- 5.2.4 Officers' assessment was that the branch presented no immediate hazard to the residents behind the recreation ground due to the distance from the branch to the edge of the land and then the pathway running along the back of the houses providing sufficient space between the branch and the private residences. The branch was also sufficiently low that it would not present privacy concerns if stood on by children. The ground was thoroughly for evidence of illegal activity and only a very few pieces of childish litter (a drink container and a couple of sweet wrappers) were found. The conclusion was that the hedge provided a natural play environment for children within the recreation ground, there was no evidence of illegal or antisocial activity and therefore no matter for immediate remedy.

5.2.5 The Clerk carried out a follow up visit on 24th August and noticed the residue of a fire on the grass near the hedge (see right) and this has been reported to the local police.

5.2.6 The resident is not satisfied with this conclusion and therefore this matter is in front of the Committee to consider whether to remove the branch in the hedge in Wincombe Recreation Ground.



5.3 Legal Implications

5.3.1 The Council is the landowner for Wincombe Recreation Ground and has a duty to ensure due care and maintenance of the area.

5.4 Financial Implications

5.4.1 There is minimal financial implication for the grounds team to remove the branch.

5.5 Risk

5.5.1 Removal of the branch will result in the loss of natural play for children in the hedgerow.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0917ROSE6 to a meeting of the Recreation, Open Spaces and
Environment Committee
To be held at 7.00pm on Tuesday 19 September 2017 in the Council
Chamber, Shaftesbury Town Hall**

6 The Knapp

To consider options for community area of land

6.1 Recommendation

6.1.1 That the Committee considers request for a community garden at The Knapp

6.2 Background

6.2.1 A resident of The Knapp has approached the Town Council asking if arrangements can be made for a small area of land to be managed in a similar manner as the Donkey Field.

6.2.2 The resident has already identified some enthusiastic volunteers and the piece of land which has been identified (see blue area below) is currently not registered with the Land Registry.

<http://explorer.geowessex.com/?basemap=26&x=385887.50&y=123090.20&epsg=27700&zoom=20>

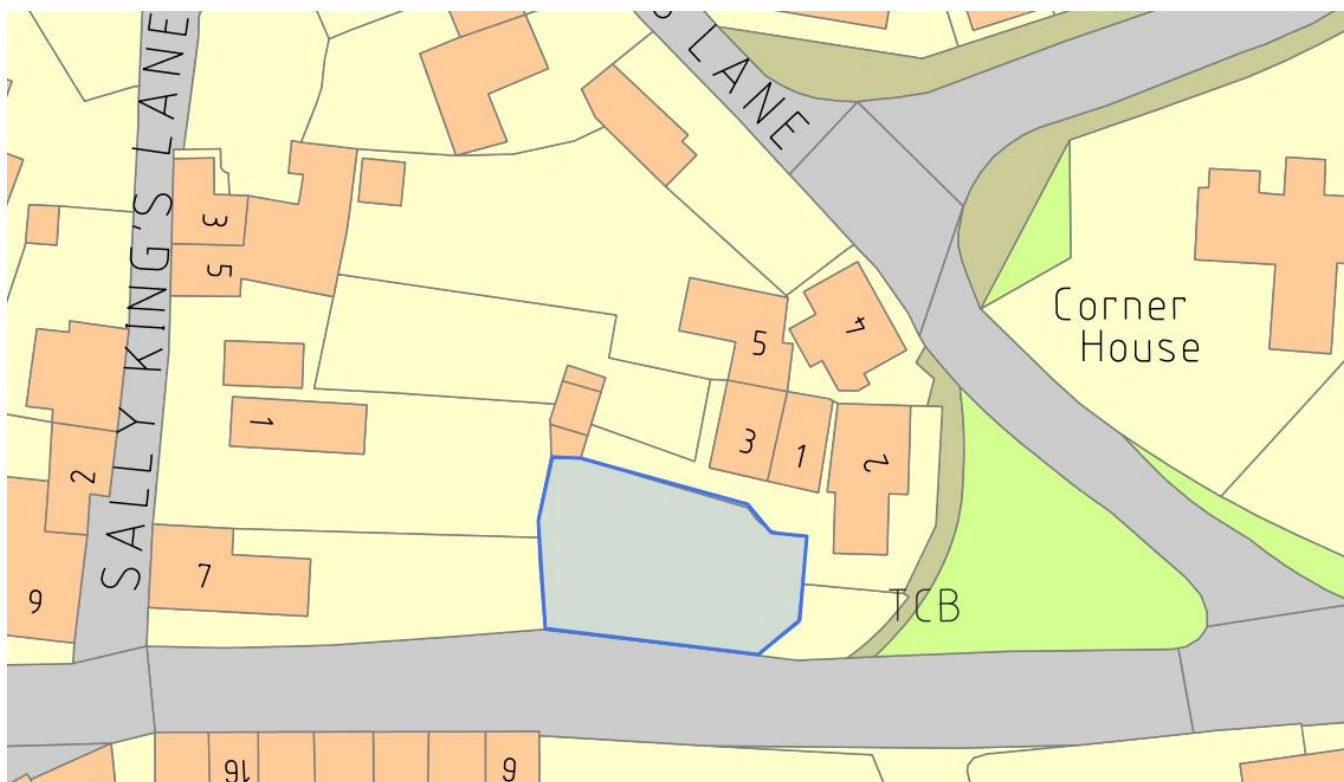


Figure 1 Crown Copyright - see link for copyright information

6.2.3 The Council should note that this land is not in its ownership or care and therefore a statutory declaration to Land Registry is not an option. It is therefore recommended that if the Committee is minded to support this endeavour, that it writes a letter confirming that it has no objection to the land being looked after in lieu of any ownership claims and that it understands that in looking after the land, it is not with the intention of eventual ownership by the volunteers concerned. The Committee should consider any

caveats it may wish put in place bearing in mind it has no known authority over the piece of land.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0917ROSE7 to a meeting of the Recreation, Open Spaces and
Environment Committee
To be held at 7.00pm on Tuesday 19 September 2017 in the Council
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7 Bowling Club

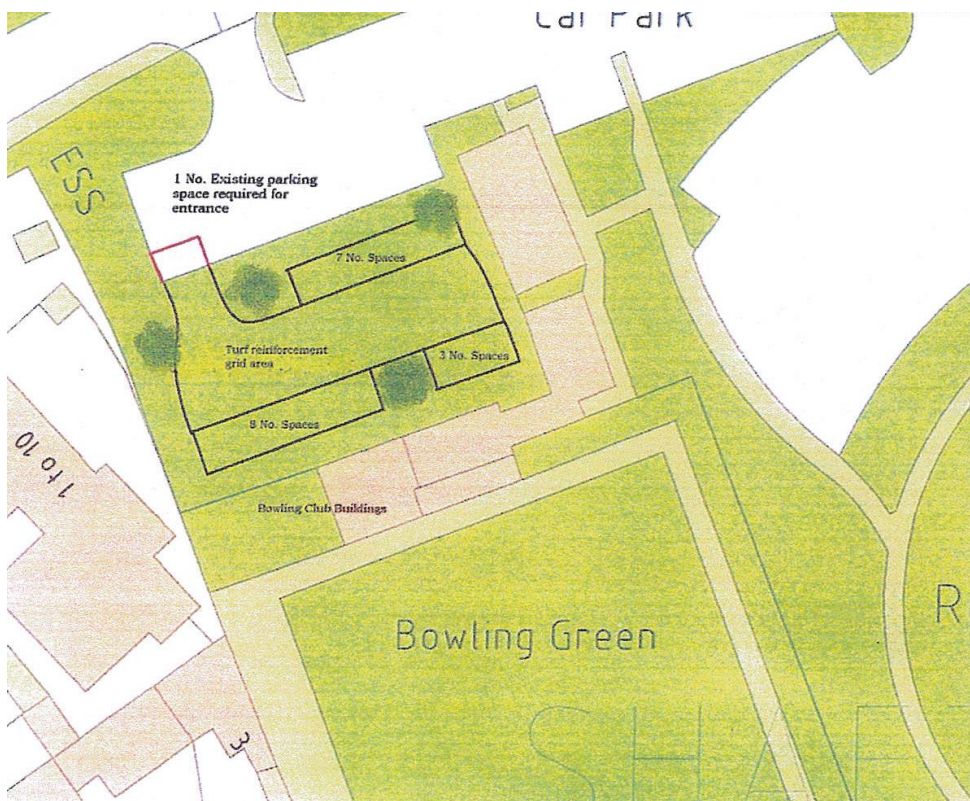
To consider amending the lease to allow parking to the rear of the bowling club

7.1 Recommendation

- 7.1.1 That the lease to the bowling club is amended to allow parking to the rear of the club.
- 7.1.2 That permission is given to the bowling club to lay a turf reinforcement grid system to the rear of the bowling club.

7.2 Background

- 7.2.1 The Bowling Club enjoys a long lease with Shaftesbury Town Council and the club has grown in popularity. The net result is that there is need for additional parking for visitors to the Bowling Club.
- 7.2.2 The Bowling Club is requesting that the current lease is adjusted to allow parking to the rear of the bowling club and permission is granted for them to lay reinforced honeycomb grids suitable for parking but which also allows the grass to grow through thereby maintaining the look of the area.



(End)
Report Author:
Claire Commons, Town Clerk

**Report 0917ROSE8 to a meeting of the Recreation, Open Spaces and
Environment Committee
To be held at 7.00pm on Tuesday 19 September 2017 in the Council
Chamber, Shaftesbury Town Hall**

8 Playground Inspection Report

To receive an update on the playground inspection report

Report to follow

**Report 0917ROSE9 to a meeting of the Recreation, Open Spaces and
Environment Committee**
**To be held at 7.00pm on Tuesday 19 September 2017 in the Council
Chamber, Shaftesbury Town Hall**

9 Strategic Plan

To review the Committee related aspects of the Strategic Plan

9.1 Recommendation

9.1.1 That the Committee notes its programme of work.

9.2 Background

9.2.1 The Town Council has adopted its strategic plan and acknowledges that it is a living document subject to change in accordance with the needs of the town and the wishes of the electorate.

9.2.2 The current projects and themes in the plan relevant to the ROSE Committee are;

Action/ Project	Detail / Objectives	Priority	Other community groups / volunteers	Strategic Plan area
Swimming Pool	Install retractable roof	L	Tourism Association	7.2.2 Improving and increasing services and facilities provided by STC
Castle Hill	Progress s.106 funded project for Castle Hill	H		
Recreational Consultation	Consult on what recreational facilities Shaftesbury town would like to have in the town	H		7.2.4 Recreational Facilities
Tidy Town Team	Form Tidy Town Working Party (Project team: John Lewer, Mark Jackson, Anthony Austin) Work with businesses on an initiative to improve the external appearance/decoration of premises in the town centre. Run public awareness raising campaign Involve schools – poster competition	H		7.2.5 Tourism
Street Cleansing	Develop programme of works for STC outside services team: <ul style="list-style-type: none">• Chewing gum removal from pavements• Purchase steam cleaning machine• Cleaning town road signs/ entry signs• Increase number of litter bins	H		

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0917ROSE10 to a meeting of the Recreation, Open Spaces
and Environment Committee**
**To be held at 7.00pm on Tuesday 19 September 2017 in the Council
Chamber, Shaftesbury Town Hall**

10 Officer Report

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

10.1 Recommendation

10.1.1 That the Committee notes the report and the date of the next meeting as 24th October 2017 and identifies matters for inclusion on its next agenda.

10.2 Updates

10.2.1 Castle Hill – The Office has been made aware that the level of maintenance at Castle Hill is not in line with the maintenance agreement. This will be followed up by the office and any proposals or an update will be provided at the next meeting of the Committee.

10.2.2 Bench – the bench at Hawkesdene Lane has been removed and re-sited at Wincombe Recreation Ground. This has been well used by families as their children play in the playground.

10.3 Items for the next meeting

10.3.1 The Committee is requested to consider items for the next meeting. Items already noted for consideration are;

- Adjustments to budget considerations
- Castle Hill update or proposals
- Strategic Plan updates
- Cycle Speedway

(End)

Report Author:
Claire Commons, Town Clerk