

Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's Recreation, Open Spaces & 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 & Environment Committee for the transaction of the business shown on the agenda below.

To be held at 7.00pm on Tuesday 28 November 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 APOLOGIES3**
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 & Environment Committee.
- 4 STRATEGIC PLAN4**
To review the Committee relevant elements of the Strategic Plan
- 5 A30 ALLOTMENTS.....5**
To consider tender specification for carpark, footpath, fencing and water at the A30 Allotments
- 6 ST JAMES FOOTPATH9**
To consider quotations for creating a pathway from St James' Park entrance to Jubilee Steps
- 7 SALTEx REPORT12**
To receive a report from the grounds team following a visit to the Saltex Exhibition

8	GRASS ART	13
	To consider purchase of a small manual mower	
9	BALCONY PLANTERS	15
	To consider purchase of new planters for the Town Hall Balcony	
10	BEE FRIENDLY	16
	To consider actions for improved bee friendly initiatives	
11	BOWLING CLUB	17
	To receive update from the Bowling Club in regards to parking	
12	OFFICER REPORT	18
	To receive and note the report	

(End)

Administration for a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 28 November 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 Councillor Jackson due to work commitments.

1.1.2 Councillor Proctor due to a prior commitment

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 & Environment Committee.

3.1 Minutes to be adopted

3.1.1 24th October 2017

**Report 1117ROSE4 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 28 November 2017 in the Council Chamber, Shaftesbury
Town Hall**

4 Strategic Plan

To review the Committee relevant elements of the Strategic Plan

4.1 Recommendation

4.1.1 That the Committee relevant elements of the Strategic Plan are reviewed in readiness for the Strategic Plan workshop to be held on 5th December 2017

4.2 Background

4.2.1 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. 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		

4.2.2 The Council is holding a workshop evening on 5th December to shape the points on the strategic plan into a high level plan with agreed workstreams, priorities and indicative timescales. The Committee is asked to review its elements of the plan, identify if there are particular areas that it would like to champion in readiness for the workshop.

(End)

Report Author:

Claire Commons, Town Clerk

**Report 1117ROSE5 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 28 November 2017 in the Council Chamber, Shaftesbury
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5 A30 Allotments

To consider tender specification for carpark, footpath, fencing and water at the A30 Allotments

5.1 Recommendation

- 5.1.1 That the Council agrees the tender specification for creation of carpark, footpath, fencing and water at the A30 Allotments.

5.2 Background

- 5.2.1 The land is currently in the process of being transferred to us and is in the hands of the Solicitors.
- 5.2.2 A pre-application has been submitted to NDDC to establish if planning permission will be required for the creation of the Car Park and Footpath.
- 5.2.3 A meeting with Highways to define the best possible location for access into the Car Park, taking into consideration visibility splays etc. will be reported at the meeting.
- 5.2.4 The proposed action plan and draft specification are shown at Appendix A, details shown in red may be amended according to the Council's wishes or required specification from Highways as appropriate.
- 5.2.5 Note detail of parking and allotment plots are indicative only, it is recommended that the carpark is left unmarked, the layout and detail for the allotment plots will be considered later.

5.3 Financial Implications

- 5.3.1 Financial Regulations require tenders to be obtained for expenditure over £25000.
- 5.3.2 S106 Money is currently available for this project, but the Council must make its application with the awarded tender to secure the funding.
- 5.3.3 The Council holds £25000 in EMR (4933).

5.4 Legal Implications

- 5.4.1 Legal requirements identified by Highways will be reported at the meeting.

5.5 Risks

- 5.5.1 The Council risks losing the s.106 funding if it does not make its application shortly.

(End)

Report Authors:

Tracy Moxham, Finance and Services Officer and Claire Commons, Town Clerk

Appendix A.

A30 Allotment Site

Action Plan

- Contact Highways with reference to the siting of entrance into the Car Park.
- Place a pre-application planning document with NDDC, regarding as to whether planning permission will be required.
- Prepare a specification sheet to go out to tender, with consultation with ROSE
- Identify at least three contractors to send tender to
- Prepare Tender letter which will include the following requests;
 - Deadline for response
 - Copy of Public Liability Insurance
 - Method and Risk Assessment
 - Indication of when work would commence
 - How long they will be on site
- Once documents have been approved send out to Contractors
- Arrange to meet with Chair/Vice for the opening of the tender documents
- Prepare summary report for agreement at next meeting
- Write to successful and unsuccessful contractors

Specification (Draft)

Summary of work (ref attached plan); To remove spoil heap, create enclosed Car Parking area, form enclosed pathway from Car Park along edge of A30 into allotment site. Erect fencing one metre away from boundary of Travellers Site to the bottom of allotment site as shown on plan.

1. **Removal of Spoil Heap** to enable excavation of Car Park area – Please note this spoil requires minimum disturbance when removing as Japanese Knotweed is present, this is also a Radon sensitive area. The spoil heap includes a mixture of waste including tarmac and road spoil. (see Government Guide Lines enclosed regarding the disposal of Japanese Knot weed.)
2. **Car Park** Marked pink on map– Area to be levelled to form parking area. Surface to be compacted and laid with **scalpings/gravel**. Car Park area to be enclosed by fencing, **wooden post and rail/ Chain link or other** and a large gate at the entrance to allow vehicle access, **(wooden or metal) with small pedestrian gate (metal or wooden) to the entrance of the footpath (to prevent children from running back from allotment site and straight into the car park).** Parking bays need not be marked out.
3. **Footpath** – Vegetation and ground needs to be cleared, and a foot path formed from car park along the edge of the site close to the A30. Footpath should be a minimum width of **tba** and a minimum distance of **tba** from highway to fence line. Path to be a compacted surface of **scalpings/gravel**. Road side fence to be erected either wooden post and rail or wooded slated? With a chain link inner fence bordering the Traveller site.
4. **Boundary Fence** – A boundary fence consisting of chain link to be erected the length of the Allotment site as indicated. Leaving 1m access from the boundary of the Travellers site to allow for maintenance.
5. **Water Supply** - Four water points to be installed where indicated on the map to feed into covered water troughs

Government Guide Lines

Dispose of Japanese knotweed off-site

Soil or plant material contaminated with non-native and invasive plants can cause ecological damage and may be classified as controlled waste.

It's an offence to keep, treat or dispose of waste that could harm:

- the environment
- human health

You must use a [registered waste carrier](#) and an authorised landfill site or suitable disposal site.

You cannot compost most non-native plants because of all of the following:

- they're usually persistent
- they'll survive the composting process
- they usually infest areas where the compost is used

You must follow the law if you've been employed to transfer goods or material by road and you're disposing of any waste that has or might have Japanese knotweed in it.

Dispose of Japanese knotweed waste off-site

You must dispose of Japanese knotweed waste off-site by transferring it to a disposal facility that's permitted, such as a landfill site that has the right environmental permit.

You must not:

- dispose of Japanese knotweed with other surplus soil
- sell soil contaminated with Japanese knotweed as topsoil

You can only reuse knotweed-contaminated soils after treatment, on the site where they were produced.

You cannot get a waste licensing exemption for the use of Japanese knotweed.

Transfer Japanese knotweed waste

Before you transfer Japanese knotweed waste you must:

- check with the waste site in advance to make sure it's got a permit to accept material containing invasive plants - the waste site may also need time to prepare
- tell the waste site that you're transferring Japanese knotweed waste

When you transfer the Japanese knotweed waste you must cover or enclose it in the vehicle so that no waste can escape.

After you transfer Japanese knotweed waste

After you've transferred the Japanese knotweed waste at the disposal site you must:

- brush vehicles down vigorously or jet-wash them to clear them of any Japanese knotweed
- inspect your vehicles to check there's no trapped pieces of plant or rhizome



**Report 1117ROSE6 to a meeting of the Recreation, Open Spaces & Environment Committee
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6 St James Footpath

To consider quotations for creating a pathway from St James' Park entrance to Jubilee Steps

6.1 Recommendation

- 6.1.1 To award supplier B with the contract to create a footpath at St James' Park from the entrance to the bottom of Jubilee Steps.

6.2 Background

- 6.2.1 The current official footpath marked blue on the map (*figure 1 refers*) from the entrance of St James' Park to the bottom of Jubilee Steps is currently across the grass. This path gets very slippery and dangerous in wet weather (*figures 2 & 3*).

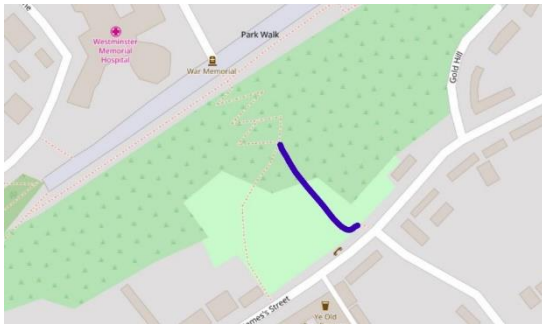


Figure 1 Official Footpath route



Figure 2 View from Jubilee Steps



Figure 3 View from entrance at St James

- 6.2.2 At the ROSE meeting on 14th February 2017 it was agreed to obtain prices for a hard standing path.
- 6.2.3 Three quotations have been sourced, Appendix B refers.

6.3 Financial Implications

- 6.3.1 There is currently £4680 in EMR 4930 Jubilee Steps Enhancement. The balance can be funded from General Reserve or forward funded from the additional £10,000 identified for next year's budget

6.4 **Legal Implications**

6.4.1 The Open Spaces Act 1906 s.10 provides for the Council to maintain its open spaces.

6.5 **Risks**

6.5.1 The Council risks failing in its duty under Health and Safety

(End)

Report Authors:

Tracy Moxham, Finance and Services Officer and Claire Commons, Town Clerk

Appendix B.

Supplier A

Thank you for your valued enquiry.
I am pleased to offer the following quotation for your consideration -

Footpath

Supply welfare unit and heras fencing panels to form a temporary compound.
Supply and install heras fencing panels to secure the perimeter of the works.
Excavate in grass area to a depth of 175mm and cart all arisings off site.
Supply and lay Terram geotextile membrane then supply lay and compact 100mm depth of Type 1 stone.
87sm
Excavate for and supply and lay 150mm x 50mm pre-cast concrete edgings, all bedded on and haunched with concrete.
116m
Supply, lay and roll 50mm depth of AC 20 dense bin 100/150 and 25mm depth of AC 6 dense surf 100/150 limestone aggregate.
87sm

Lump Sum £9140.00 + vat

* Please note that there is an area where the tree roots are too close to the surface to receive a deep dig. We would have to remove the top soil and install our new construction - building up from this level *

Terms: One visit to site
Fixed until 31 March 2018
Payment within 28 days of completion

Supplier B

RE: NEW PEDESTRIAN WALKWAY AT ST JAMES

To supply labour, plant and materials to carry out the following works.

- Excavate proposed footpath (1.2m wide) down 225mm, taking all materials away to landfill.
- Lay a Mot type one aggregate in layered depths of 75/150mm well compacted, and laid on weed control membrane.
- Lay new 150/50mm retaining kerbs all supported in concrete.
- Lay an open textured macadam layer to a well compacted depth of 50mm.
- Leave to oxidise, then lay a decorative resin bound aggregate layer to a finished depth of 20mm, adding a anti slip aggregate.
- Landscape behind new kerbing and seed.
- Leave clean and tidy.

For the sum of £6,990.00 + Vat

Alternative options include:

1. Resin Bonded £6,500.00 + Vat
2. Tarmacadam £4,750.00 + Vat
3. Self-binding path gravel £4,005.00 + Vat

Supplier C

5	To excavate the area of proposed new path from the base of the zig-zag to the gate of St James' Park to a depth of 150mm, approximately 68m ² spreading the arisings either side of the path and grading out to marry in with the surrounding ground levels.	Item	1	£455.76	£455.76
6	To supply and install 100mm x 22mm timber path edging to either side of the excavation securing with 50x50x450mm timber stakes approximately 108 linear mtrs	lm	108	£7.42	£801.36
7	To supply and install a 75mm consolidated layer of MOT type 1 sub base material to the base of the excavation approximately 68m ² .	m ²	68	£22.39	£1,522.52
8	To supply and install a 50mm consolidated layer of Dorset variant path gravel to the prepared area laid on a camber to aid drainage.	m ²	68	£25.04	£1,702.72
9	Prelims, Management and Site Security	Item	1	£690.80	£690.80

Total £ 5173.16

**Report 1117ROSE7 to a meeting of the Recreation, Open Spaces & Environment Committee
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7 Saltex Report

To receive a report from the grounds team following a visit to the Saltex Exhibition

7.1 Recommendation

- 7.1.1 To receive and note the report

7.2 Background

- 7.2.1 The Groundsteam visited the annual Saltex Exhibition and have identified the following for consideration by the Council:

7.3 Equipment

- 7.3.1 Leaf and rubbish collection machine; useful for keeping Shaftesbury Tidy, this will pick up rubbish on hard and soft (turf) surfaces.
- 7.3.2 Environmentally (hot water) friendly weed controller.
- 7.3.3 Stand on Lawn Mower; useful for bridging the gap between a heavy ride on or tractor mounted mower and the self-propelled hand mower and Strimmer.
- 7.3.4 Electric vehicles and electric handheld equipment such as hedge trimmers to consider lightweight alternative to petrol. The conclusion was that currently it is not a practical alternative now, but something to look at again as technology advances in the future.

7.4 Weed Killer

- 7.4.1 Currently there is no alternative to using Glyphosate for perennial weed control but there are alternative methods of application, e.g. CDA (controlled droplet Application) this can reduce the concentrate and volume in sensitive areas.
- 7.4.2 A new residual chemical: CHIKARA- with an active ingredient Flazasulfuron is worth trialling to avoid the much less operator and environmental friendly technique of strimming.
- 7.4.3 Japanese Knotweed control on St James park is still best controlled using a strong Glyphosate spray twice a year. Alternative treatments such as removal, barrier control or injection of plant stems are all expensive and lengthy. Definitely not advised is the continual cutting of the stems as this just helps to spread the problem downwards, deeper and sideways.

(End)

Report Author:

Zoe Moxham, Office Administrator and Claire Commons, Town Clerk

**Report 1117ROSE8 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 28 November 2017 in the Council Chamber, Shaftesbury
Town Hall**

8 Grass Art

To consider purchase of a small manual mower

8.1 Recommendation

8.1.1 That the Council agrees to the creation of Grass Art to help generate more visitors to Shaftesbury.

8.1.2 That the Councils agrees to purchase Lawnmower A.

8.2 Background

8.2.1 It was brought to our attention that a well visited Gardens had come up with the idea of creating Lawn Art, by cutting patterns in to the grass. This has proven to be popular with visitors and generated more footfall to the gardens.

8.2.2 It is an inexpensive way to create multiple short term features in Shaftesbury that if publicised correctly could bring in more visitors. During the school holidays in particular it could be a way to encourage families to explore Shaftesbury by creating Mazes or a Lawn art 'Treasure hunt.'

8.2.3 Suggested areas are Wincombe Recreation, Barton Hill and Cockrams.

8.2.4 An example;



8.2.5 The quotes for recommended lawnmowers are:

Lawnmower A	£49.99
Lawnmower B	£59.99
Lawnmower C	£84.99

8.3 Financial Implications

8.3.1 There is currently £2000 remaining in Grounds Equipment Budget for the year 17-18. (427)

8.4 **Legal Implications**

8.4.1 The Open Spaces Act 1906 s.10 provides for the Council to maintain its open spaces.

8.5 **Risks**

8.5.1 There are no risks involved.

(End)

Report Authors:

Zoe Moxham, Office Administrator and Claire Commons, Town Clerk

**Report 1117ROSE9 to a meeting of the Recreation, Open Spaces & Environment Committee
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9 Balcony Planters

To consider purchase of new planters for the Town Hall Balcony

9.1 Recommendation, Background, Financial Implications, Legal Implications and Risk.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 1117ROSE10 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 28 November 2017 in the Council Chamber, Shaftesbury
Town Hall**

10 Bee Friendly

To consider actions for improved bee friendly initiatives

10.1 Recommendation

10.1.1 Report to follow

(End)

Report Author:
Claire Commons, Town Clerk

Report 1117ROSE11 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 28 November 2017 in the Council Chamber, Shaftesbury
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11 Bowling Club

To receive update from the Bowling Club in regards to parking

11.1 Recommendation

11.1.1 That the request for parking at the rear of the Bowling Club is granted.

11.2 Background

11.2.1 At its meeting of the 19th September the Committee received a request to amend the Bowling Club lease to allow parking to the rear of the clubhouse. The Committee had some questions regarding the plans for a carpark:

11.2.1.1 How would the club restrict the car park so that the general public do not use it?

11.2.1.2 Who would be liable for any fuel leaks on the tarmac?

11.2.1.3 What is North Dorset District Council's view on losing one and possibly two of the parking bays currently in the Barton Hill Car Park?

11.2.2 Responses to the questions put will be provided at the meeting (or prior if available)

11.3 Financial and Legal Implications

11.3.1 Implications will be reported according to the responses provided by the Bowling Club

(End)

Report Author:
Claire Commons, Town Clerk

Report 1117ROSE12 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 28 November 2017 in the Council Chamber, Shaftesbury
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12 Officer Report

To receive and note the report

12.1 Recommendation

12.1.1 To receive and note the report.

12.2 Correspondence

12.2.1 Letter requesting permission to coppice hedge between Wincombe Recreation Ground and Thomas Hardy Drive.

12.2.2 Shaftesbury Town Council received a request in the spring to remove the chain-link fence that (after a wooden fence and grass verge) borders property 32b Nettlecombe as it was attracting a lot of litter, which is posted through the links and results in an area that is both unsightly and difficult to clear. This was subsequently followed up with Cllr Kirton who had an informal discussion regarding the possible removal of the fence with a resident local to the area. A letter was sent to the resident of 32b Nettlecombe on the 13th of October to find out if they had any issue with the removal of this fence and no response was received. It was noted last week that not only is the area unsightly due to litter, but the fence itself has now been damaged. An informal conversation with Persimmon indicates that they would have no objection to the removal of the fence, the Committee is therefore asked to consider whether to remove this and take responsibility for litter in that area.

12.3 Updates

12.3.1 Tidy Town element of the Strategic Plan, officers are considering dog poo solutions and a report will be brought to the committee at a later date.

12.3.2 Facebook. There has been no activity on the Mampitts Community Land Facebook page and therefore it is recommended to be brought back to management by officers to seek the public views in respect of this land.

12.3.3 Enmore Green Pond. Recommendations are being sought from the Rangers for improvement options for the pond. It is recommended that the Castle Hill Working Group include consideration of this part of Castle Hill in its discussions and recommendations.

12.3.4 The planting behind the Muga at Barton Hill is getting damaged from balls and children playing. It is recommended that the plants are moved to an alternative location to ensure their survival. One suggestion received is for the perimeter fencing of Enmore Green Playing Field. Alternative locations may also be considered.

12.3.5 Trees. The Council has taken delivery of 100 trees. The Tree Group are currently considering whether any of these would be suitable for the verge planting, the committee will then be asked to consider locations for the remaining trees.

(End)

Report Author:

Claire Commons, Town Clerk

16 OCT 2017

George Hall

Chairman ROSE committee

Shaftesbury Town Hall



13th October 2017

Dear Mr Hall

I am writing regarding a very tall row of hazel trees which run along the playground side of our back garden fence. Last February the council kindly cut down a few trees nearest the fence but I have been talking to a local tree surgeon who agrees that the whole row is unsightly.

He suggests coppicing the whole row so that it grows back to form a hedge which could be easily trimmed each year. I am willing to pay him to do this and to remove the timber but of course we would require your agreement. It would greatly improve our garden and the playing field border so your permission would be much appreciated.

Yours faithfully