

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 09 January 2018 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 INTEREST3**
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 MINUTES3**
To confirm as a correct record, the minutes of the previous meeting of the Recreation, Open Spaces & Environment Committee.
- 4 TRINITY CHURCHYARD SLA.....4**
To consider continuing a Service Level Agreement for maintenance of Trinity Churchyard.
- 5 FINGER POSTS.....6**
To discuss the option of replacing and maintaining finger posts signage in and around Shaftesbury
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8 OFFICER REPORT12

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 09 January 2018 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 28th November 2017

**Report 0118ROSE5 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 09 January 2018 in the Council Chamber, Shaftesbury Town
Hall**

4 Trinity Churchyard SLA

To consider continuing a Service Level Agreement for maintenance of Trinity Churchyard.

4.1 Recommendation

- 4.1.1 That the Committee agrees the continuation of a service level agreement for maintaining Trinity Churchyard excluding litter-picking.

4.2 Background

- 4.2.1 In October 2015, the ROSE Committee resolved to engage the Trinity Trust for maintenance of the graves area of the grounds at Trinity.
- 4.2.2 The agreement is due for renewal and a draft document has been provided at Appendix A

4.3 Financial Implications

- 4.3.1 £1,495 per annum plus additional costs as required and outlined in the appendix.

4.4 Legal Implications

- 4.4.1 The Council has the responsibility to maintain the churchyard area, it may enter into an agreement for this to be carried out by the same contractors engaged by the Trinity Trust for a consistent management approach.

4.5 Risk

- 4.5.1 There is a risk to disconnected maintenance of the areas if carried out under separate arrangements.

(End)

Report Author:

Claire Commons, Town Clerk

Appendix A.

Project Managers:	Sophie Franks Telephone: 07974-121872
Produced by:	Sophie Franks
Date:	01/011/2017
Special Notes:	N/A
Drawings:	N/A
Site Organisation:	All operatives, contractors and sub-contractors must clear away any surplus materials and rubbish as they accumulate and on completion to the satisfaction of the client.
General:	All works and procedures must comply with current Building Regulation and Build Warranty Regulations. All materials and products are to be fixed/fitted/applied/mixed and used in accordance to their relevant manufacture's specifications and instructions. All materials shall be fit for use and suitable for their purpose. Necessary notification to be given to Building Control/Building Warranty prior to inspection of relevant works, Building Control/Warranty compliance is the responsibility of the contractor/sub-contractor and not the client.
Health and Safety:	All operatives, contractors, sub-contractors and any person on site will comply to all current Health and Safety protocol, including but not limited to the Health and Safety at Work Act, Factory Acts, regulations, codes, agreements and procedures pertaining to the Construction and Building industry with regard to welfare of all on the site. Risk Assessments and Method Statements must be available on request, and is the responsibility of the contractor/sub-contractor and not the client.
PRICE:	£20.00 + VAT per hour
Extras:	Any extra work carried out. Extra costs to be charged at these rates.
PRICE:	£1344.00 + VAT
Every two weeks: Mid March – October approx. 16 cuts	Cut all grass, part ride on and part push mower to $\frac{3}{4}$ ". Strim around all stones and trees, keeping base growth from trees down. Blow off cuttings from stones and paths.
PRICE:	£75.60 + VAT
Yearly: Edging of path as required – 2 hours for 2 men.	
PRICE:	£75.60 + VAT
Yearly: Remove low growth from Lime Trees – 2 hours for 2 men.	
PRICE:	£9.45 + VAT
Every two weeks: Picking up and disposing of litter along the Bimport boundary.	

5 Finger Posts

To discuss the option of replacing and maintaining finger posts signage in and around Shaftesbury

5.1 Recommendation

- 5.1.1 That 'Fingerposts' are fed into the Strategic Plan project for tourism and protecting the town's heritage.

5.2 Background

- 5.2.1 The Council was contacted regarding broken Finger Posts at the junction of St James Street with St John's Hill and on the cross roads between Great Lane, French Mill Lane, Hawkesdene and Layton Lane.
- 5.2.2 Dorset Highways advised that they do not maintain finger posts and this is for the Parish's/Town's to maintain. They suggested contacting AONB (Dorset Area of Outstanding Natural Beauty) for advice.
- 5.2.3 Correspondence was received from AONB regarding a nationwide project to restore damaged Finger Posts. See Appendix E. An average fingerpost might be in the region of £1000.

5.3 Financial Implication

- 5.3.1 Approximately £1,000 per post + annual maintenance

5.4 Legal Implications

- 5.4.1 The Town Council has the power to maintain and install fingerposts.

5.5 Risk

- 5.5.1 There is risk to losing heritage signs through lack of maintenance.

(End)

Report Authors:

Zoe Moxham, Office Administrator and Claire Commons, Town Clerk

**Report 0118ROSE6 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 09 January 2018 in the Council Chamber, Shaftesbury Town
Hall**

6 Dog Waste Consultation

To consider submitting a response to the North Dorset Dog Waste Consultation

6.1 Recommendation

- 6.1.1 That the Committee provides a response to the public space protection order consultation as provided at Appendix B

(End)

Report Author:
Claire Commons, Town Clerk

Appendix B.

Public Space Protection Orders (related to dogs) - Consultation

North Dorset District Council is considering additional controls to help reduce dog fouling. On the 21 October 2017 the previous law governing dog fouling (Fouling of Land Act 1996) ceased and Public Space Protection Orders (PSPOs) were implemented. The changes to the law and the introduction of PSPOs has provided councils with further options to reduce dog fouling and anti-social behaviour; for example, ensuring dogs are on leads in specified areas and excluding dogs from particular areas of land such as playing fields.

The council is required to consult on any proposed additional controls within the PSPO. By completing the survey, the results will help better inform the council as to if and where additional controls are needed.

Have your say

The views of residents, visitors and businesses are important in this matter and a period of consultation on the new order will run for 12 weeks, finishing at 4.30pm on 23 February, 2018.

We welcome your views. In order to have your say please complete this questionnaire. It should take about 10 minutes.

The results will be used to guide councillors' decision making for PSPOs relating to dog control across the district. Results will be published on the council's website after the closing date.

Information on the current designation order related to dog fouling is available to view at dorsetforyou.gov.uk/dog-warden/north-dorset

Click 'next' to begin the questionnaire.

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Public Space Protection Orders (related to dogs) - Consultation

Dog Fouling

There is a current Designation Order, created under the Dogs (Fouling and Land) Act 1996, requiring the appropriate clearing up of dog fouling throughout the district ([View current order](#)). It is proposed to continue this requirement by including it in the new PSPO. Do you agree or disagree with the proposal to include this in the PSPO?

(Please note that a registered blind person, or a person with a disability affecting their mobility, manual dexterity, physical coordination or ability to lift, carry or move everyday objects and who relies upon a dog trained by a prescribed charity for assistance is exempt from this order)

- ☐ I agree (it should be included in the PSPO)
- ☐ I disagree (it should not be included in the PSPO)
- ☐ I don't know/I'm not sure

Any further comments about this proposal?

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Public Space Protection Orders (related to dogs) - Consultation

Dog exclusion areas

North Dorset District Council is proposing to exclude dogs from all marked sports pitch playing surfaces or athletics tracks within the administrative area of the council. Do you agree or disagree with the proposal to include this in the PSPO?

- ☐ I agree (it should be included in the PSPO)
- ☐ I disagree (it should not be included in the PSPO)
- ☐ I don't know/I'm not sure

Any further comments about this proposal?

North Dorset District Council is proposing to exclude dogs from enclosed children's play areas (whether enclosed by fence, hedge or wall). This may include sand pits or pools specifically for the use of children as long as they are enclosed. Do you agree or disagree with the proposal to include this in the PSPO?

- ☐ I agree (it should be included in the PSPO)
- ☐ I disagree (it should not be included in the PSPO)
- ☐ I don't know/I'm not sure

Any further comments about this proposal?

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Public Space Protection Orders (related to dogs) - Consultation

Dogs on leads - general

It is proposed to include within the PSPO a 'dogs on lead by direction' requirement, which would enable authorised officers (e.g. Dog Wardens) to require out of control dogs to be attached on a short lead on request. Would you like to see this introduced as part of the PSPO?

- ☐ Yes (I would prefer that dogs must be attached on a lead if directed to do so by an Authorised Officer)
- ☐ No (I would prefer that dogs are not required to be put on a lead if directed to do so by an Authorised Officer)
- ☐ I don't know/I'm not sure

Any further comments about this proposal?

Where there are restrictions related to dogs on leads, it is proposed that a maximum lead length of 2 metres (6 foot, 6 inches) is implemented to protect pedestrians, your dog, other dogs and cyclists. Would you like to see a maximum lead length introduced as part of the PSPO?

- ☐ Yes
- ☐ No
- ☐ I don't know/I'm not sure

Any further comments about this proposal?

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Public Space Protection Orders (related to dogs) - Consultation

General Comments

If you have any additional comments or suggestions concerning PSPOs related to dogs that are not addressed in this questionnaire please comment here. Any additional areas suggested will need to be consulted on (this would happen when the PSPO is reviewed in 3 years time).

If you would like to make a general comment (about the dog warden service) please contact the Environmental Protection Team via www.dorsetforyou.gov.uk/dog-warden/north-dorset.

Under the Equality Act 2010, the council has a duty to take into account the impact of decisions on people with protected characteristics (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion or belief, and sexual orientation).

Are there any positive or negative impacts that you believe the council should take into account in the decision making process in relation to protected characteristics? If so, please describe below, and suggest any ways in which the council could reduce or remove any potential negative impact or increase any positive impact.

(Please note that a registered blind person, or a person with a disability affecting their mobility, manual dexterity, physical coordination or ability to lift, carry or move everyday objects and who relies upon a dog trained by a prescribed charity for assistance is exempt from this order)

**Report 0118ROSE7 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 09 January 2018 in the Council Chamber, Shaftesbury Town
Hall**

7 Collaborative Working – Grant in Kind

To consider allocating Grounds Team time and resources to dispose of the High Street small Christmas Trees

7.1 Recommendation

7.1.1 That the Committee approves the request to dispose of the Christmas Trees.

7.2 Background

7.2.1 The Chamber of Commerce are responsible for providing the Christmas Trees and Christmas Lights.

7.2.2 The Town Council provided support to the preparation for Christmas through two groundsmen helping to put the trees and lights in place.

7.2.3 The Chamber have asked if the Town Council can assist in the disposal of the trees. It is estimated that this will take between 2 and 3 hours using the Council's chipper.

7.2.4 The Council may provide support to local organisations as a grant or 'in-kind' support.

7.3 Financial Implication

7.3.1 £70 in-kind cost of labour and fuel

7.3.2 The Council should recognise the value of any support provided.

7.4 Legal Implications

7.4.1 There are no legal implications arising from this report.

7.5 Risk

7.5.1 There are no risks arising from this report.

(End)

Report Author:

Claire Commons, Town Clerk

**Report 0118ROSE6 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 09 January 2018 in the Council Chamber, Shaftesbury Town
Hall**

8 Officer Report

To receive and note the report

8.1 Recommendation

8.1.1 To receive and note the report.

8.2 Correspondence

8.2.1 Letter requesting permission to coppice hedge between Wincombe Recreation Ground and Thomas Hardy Drive as discussed at the last ROSE meeting, updates regarding a decision on coppicing needed? Appendix BC

8.2.2 Letter expressing concern regarding littering in Shaftesbury. Appendix CD. Note, the same subject matter and area has been raised by the Hilltop Litterpickers.

8.3 Updates

8.3.1 A30 Allotments – It has been established that planning permission will be required, for the creation of the car park and pathway. This will be submitted once plans and job specification has been drawn up. DCC have been approached to draw up the plans.

8.3.2 Jubilee Steps Railings – Three companies have been approached to provide quotations to replace the railings. Two have already arranged site visits, waiting to hear back from the third.

8.3.3 Tree's Castle Hill – Currently liaising with Tree Group. Free trees will be ordered from the Woodland Trust when they are next available, this should be week commencing 15th January 2018. The Tree Group are also going to use some the free trees which were received last month from the Tree Appeal.

8.3.4 Wincombe Rec – Awaiting prices for the removal of the gym equipment in the enclosed play area and the installation of a new picnic bench in its place.

8.3.5 Skate Park – Repairs/renovation to the park should be carried out shortly as agreed. We have received interest from local school boys regarding the park as to what they would like to see improved . It would good if we could involve them , once we have a firm date.

8.3.6 Cycle Speedway – An update on the speedway is being prepared and will be circulated to members on Friday 5th January.

(End)

Report Authors:

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

16 OCT 2017

George Hall

Chairman ROSE committee

Shaftesbury Town Hall



13th October 2017

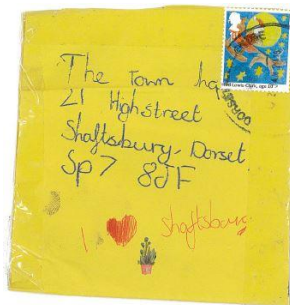
Dear Mr Hall

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

Appendix D.



Dear Shaftsbury council,

My name is Aife and I am writing to tell you about a rubbish pile in a hedge next to the donation banks. I am bringing this up because every time I walk down that road it spoils the natural beauty of the hedge. It has also made a hole in the hedge. I could make a start on stopping people dropping litter there by putting up a sign that says This is a hedge, not a bin! We could organise a clear up day when all of town gets together and has a clear up of Shaftsbury. I would need your help though as I am only 8 years old. Or I could simply go round town raising money for a bin which I could put in place of the litter. ~~so~~ please let me know what you think. Reply to

I would really appreciate it if we could arrange something.

Yours Faithfully,

Aife Henty
Aife

Appendix E.

Thank you for your recent enquiry about the restoring fingerposts in Shaftesbury. It has been forwarded to me as the administrator of the Dorset Fingerpost Project. It started around 5 years ago in response to the County Council no longer being able to fund the repair our iconic black and white directional signs. When the project started the countywide fingerpost stock was in a very bad state - for the previous ten years or so the signs had either not been repaired (and components, including whole arms, continued to drop off and be lost) or repairs were made with poorer quality and non-traditional materials (plywood for the arms, plastic letters, poor quality paint with no proper preparation) to save money.

Out of the 1300 signs we had in the 1970s, there are only around 740 left now. Their design and materials is unique to the county and is part of what makes Dorset, Dorset and not Hampshire, Devon or Norfolk. They are part of our heritage, still useful today and one of the most visible features of our rural lanes and villages. If we lose them to modern equivalents, our special style is lost forever so we think it is very important to look after them.

The project aims to help individuals, communities, parishes and businesses to refurbish their fingerposts using traditional materials. It was initiated by Dorset AONB Partnership (<http://www.dorsetaonb.org.uk/our-work/rural-roads/fingerpostproject>) but covers the whole county and is mostly run by volunteers. To date 115 of Dorset's 740 remaining fingerposts have been restored and another 60 are underway or planned - a fantastic achievement.

In terms of further information I attach an information sheet setting out the key steps in the restoration process. In many cases the restoration is a 'pick and mix' process with tasks being shared between different individuals and organisations, depending on who has the skills, time and funds to do them. Commonly those taking on the restoration often paint the arms and the post, prepare and affixing the metal letters, for example, but get help to dismantle and reassemble the post (there is an agreement with the County Council that they will undertake this if required but there can be a substantial time lag for them to do it) and perhaps some of the specialist preparatory processes like shot-blasting. In other cases communities have people with the skills to do the whole process, whilst elsewhere some communities are not able to take on any of the work themselves and commission our technical adviser, Roger Bond, to do it for them.

As mentioned above Roger Bond (roger@normtec.co.uk, telephone 01258 680008) is on hand as the project's main adviser on technical matters and specifications. He can give information on what repairs are required (and in cases where replacement components such as timber, new posts or cast metal letters are required, their costs) and methods to use. Key variables include the diameter of the pole (there tend to be two), letter size (2½ and 3 inch) and types of bracket (there are three). Replacement roundels and cast metal letters are made by Coles Castings just south of Shaftesbury. Again, Roger is up to speed on all of these aspects and can submit orders for you. Ideally if you can send Roger and I photos of the signs you wish to restore and details of their location we can get going from there.

Roger is in touch with a range of suppliers to identify the best (for quality and cost) new parts. He can provide you with an estimate; however this is a guide price rather than exact cost as the posts differ so greatly - eg the post and fittings may be sound and just need a rub off and coat of paint or they may be so badly rusted that it all needs replacing. The number of arms and whether they have letters on both sides or only one side is also a key determinant. An average fingerpost might be in the region of £1000.

In terms of my role, I provide the volunteer admin support for the project and liaise with Roger, the officers at the Dorset AONB Partnership, each volunteer group, the County Council highways teams and so on. I also research historic information (eg which destinations and distances were indicated, whether the fingerpost had a roundel originally and what it was called) where arms and roundels have disappeared over time. Please let me know if you need this information for any of the signs within your parish.

The project is keen to retain historical integrity by using the fingerpost's original components wherever possible (original metal letters, brackets etc) and if not possible then to use locally made exact copies. Similarly it seeks to preserve placename variants as used on the signs and original arm shapes (rounded or triangular). In instances where DCC Highways had started using poorer quality timber or plastic letters, omitted distances or left off some destinations altogether the project supports reinstating the former information / the original materials which they had before the cost-cutting measures had occurred.

The restoration can last quite a long time but we are here to support and help with the whole process, in terms of advising how to undertake each element or who can supply parts and we have the technical expertise to know most of the answers. We can also put you in touch with other communities who can share their experience of restoring their fingerposts so you can talk to them to get a better idea of how it works.

Close to Shaftesbury, Motcombe and Melbury Abbas parishes are both in the process of restoring their fingerposts - you may wish to get in touch with the parish clerks / parish council chair to understand how they have progressed the work.

Thank you for your interest in the project. I hope this information is useful and please feel free to contact Roger or I if you would like further details on any aspect.

Dorset AONB Fingerposts Volunteer Administrator