



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons  
e-mail: [enquiries@shaftesbury-tc.gov.uk](mailto:enquiries@shaftesbury-tc.gov.uk)  
Website: [www.shaftesbury-tc.gov.uk](http://www.shaftesbury-tc.gov.uk)  
VAT Reg No 241 1307 58

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 13 February 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 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 & Environment Committee.
- 4 JUBILEE RAILINGS .....4**  
To receive quotes for railings at Jubilee Steps
- 5 OFFICER REPORT .....5**  
To receive any correspondence and note any updates relating to the work of the Committee.
- 6 INFLATABLE HIRE MOTCOMBE PARK .....9**  
To consider hiring the Pool Inflatable to Motcombe Park during the Shaftesbury Pool closed season.
- 7 CASTLE HILL .....11**

To receive an update relating to the Castle Hill Working Group

**8 TREES WORKS – CHRISTY’S LANE & BURY LITTON .....12**

To consider tree works on Christy’s Lane and Bury Litton

**9 PURCHASE OF TRAILER .....15**

To consider purchase of a trailer.

**10 PLANTING BULBS .....17**

To consider request to plant bulbs.

(End)

**Administration for a meeting of the Recreation, Open Spaces & Environment Committee  
To be held at 7.00pm on Tuesday 13 February 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 Cook due to commitment with the Shaftesbury Snowdrops.

**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 9<sup>th</sup> January 2018

#### **4 Jubilee Railings**

To receive quotes for railings at Jubilee Steps

##### **4.1 Recommendation**

4.1.1 That a contractor is appointed.

##### **4.2 Background**

4.2.1 Quotes have been sought for replacement railings at Jubilee Steps. These are still awaited but expected before the meeting date of 13<sup>th</sup> February.

4.2.2 Three companies have been approached, two will look at providing 'off the shelf' railings and the third will quote for bespoke made railings to the Council's specifications.

4.2.3 An updated report will be provided prior to the meeting if the quotes have been received in time, alternatively the committee is requested to defer this item to its next meeting.

(End)

Report Author:

Claire Commons, Town Clerk

**Report 0218ROSE6 to a meeting of the Recreation, Open Spaces & Environment Committee**  
**To be held at 7.00pm on Tuesday 13 February 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

---

**5 Officer Report**

To receive any correspondence and note any updates relating to the work of the Committee.

**5.1 Recommendation**

5.1.1 To receive and note the report

**5.2 Correspondence**

5.2.1 Appendix A - Enmore Green

5.2.2 Appendix B - Park Walk bootsale

**5.3 Updates**

5.3.1 Grounds Team – The Grounds Team operational hours have been adjusted to provide additional cover, winter operational hours are now 6am – 3pm.

5.3.2 Chewing Gum Removal – The Grounds Team have identified that the existing ‘Weed Whacker’ machine with its wire brush and steam cleaner can be used as effectively as a bespoke chewing gum removing machine. The purchase of a trailer and new generator would be required, and this is detailed as a separate report in this agenda set.

5.3.3 Moss Removal – The Grounds Team have carried out a successful trial using iron sulphate for removing moss on Park Walk. They will now programme in moss control as part of their routine schedule of works.

5.3.4 Wincombe Gym Equipment – Officers are in the process of obtaining prices to remove the Proludic Gym equipment from the enclosed play area at Wincombe Recreation Ground. Where the condition allows, this will then be available for re-siting. A picnic bench is proposed for siting in its place.

5.3.5 Rubbish adjacent to Tesco – The Mayor has sent a letter of thanks for the letter bringing this to the Council’s attention. Advice has been sought from Dorset Waste Partnership who in turn have referred the item to Environmental Health. The Clerk has written to Tesco to request clearing the rubbish.

5.3.6 Jubilee Path – The Contractor has been appointed and is due to start work on the week commencing 19<sup>th</sup> February. The Committee will be provided with regular updates on progress and public information notices will be placed in the park ahead of works starting.

5.3.7 Enmore Green planting – On closer inspection of the shrubs, they were not in suitable condition for transplanting.

5.3.8 Castle Hill Trees – The Rangers have been continuing with the tree works from last year on Castle Hill (6<sup>th</sup> & 7<sup>th</sup> February) removing the self-seeded trees.

5.3.9 Mampitts Square – The data has been compiled from the consultation events last year. Councillors are asked to consider what they want to do for the next round of consultation and outline next steps and timeline for the project.

(End)  
Report Author:  
Claire Commons, Town Clerk

16/01/18

Dear Shaftesbury Town Council

1. To the rear of 18 Well Lane, Enmore Green, Shaftesbury there is a pond which has great crested newts in it. I hope that this will be taken into account should any extension to the existing house require planning permission as the house has recently sold.
2. 20 Well Lane, having had works done for over a year, have taken about 1 meter from the bank of the A30 to allow access to the side of the house. Not content with that the owners have decided that the bank could serve as a rubbish dump which is not nice to look at on the approach to Shaftesbury from Sherborne.
3. Litter on the A350 Warminster Road makes that approach to the town less inviting than ever.
4. St James Common has been the recipient of fly tipping.
5. Is there any chance of getting the tree lined boulevard approach from Salisbury A30 that was promised? Even the grass seems to have been killed off along the front of Shaftesbury East.

Many people work hard to promote Shaftesbury, of course including your good selves, but the town is being let down by the selfish few who do not appreciate this beautiful part of the world. I know that the litter pickers do a grand job but wondered if there is more that could be done to tidy up before the verges spring back into life. I personally would prefer the verges to remain uncut for most of the year except where safety might be an issue. This would not only save money but help the environment (less CO<sub>2</sub>, NO, particulates and so on).

Many thanks

Appendix B. Park Walk bootsale

15/01/18

Dear Zoe

I have been passed you details from Shaftesbury Chamber of Commerce.

I am the PTFA Secretary at Shaftesbury Abbey Primary School.

I am emailing to enquire if it would be possible to hold a bootsale on Park Walk the weekend of the 28/29 April.

I look forward to hearing from you.

Kind regards

PTFA Secretary



**Report 0218ROSE7 to a meeting of the Recreation, Open Spaces & Environment Committee**  
**To be held at 7.00pm on Tuesday 13 February 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

---

**6 Inflatable Hire Motcombe Park**

To consider hiring the Pool Inflatable to Motcombe Park during the Shaftesbury Pool closed season.

**6.1 Recommendation**

- 6.1.1 That the Council prepares a hire agreement for the pool inflatable when the Shaftesbury Pool is closed

**6.2 Background**

- 6.2.1 Motcombe Park Sports Club is interested in hiring out the Shaftesbury Pool inflatable from February to the end of May for pool parties and weekend swimming.
- 6.2.2 Motcombe Park Sports Club would be responsible for collecting and returning the inflatable on agreed dates.
- 6.2.3 Advantages – A monthly charge or a percentage of income based on usage can be applied. It will also prevent mould from developing during winter months as it will be stored in a dry area and used/cleaned frequently.
- 6.2.4 Disadvantages – Increased wear and tear through usage.
- 6.2.5 If the Council proceeds with a hire agreement, the following points should be considered:
- 6.2.6 The hire price should reflect the increased wear and tear and requirement to purchase a new inflatable sooner.
- 6.2.7 A clause to cover replacement if irreparable damage was caused during hire. This should be on a scale to reflect the age of the inflatable as the agreement progresses.
- 6.2.8 A clause to ensure due care and maintenance would be applied during the period of hire and all safety procedures and usage guidelines adhered to.
- 6.2.9 Non-negotiable agreement on dates for the inflatable to be returned to ensure Shaftesbury Pool has full use of the inflatable during its open season. (29<sup>th</sup> May 2018 is expected to be the first inflatable session at Shaftesbury Pool this year).

**6.3 Financial Implications**

- 6.3.1 Potential income negated against increased wear and tear of inflatable

**6.4 Legal Implications**

- 6.4.1 All legal responsibilities relating to use of the inflatable will rest with Motcombe Sports Club whilst being used by them.

**6.5 Risk**

- 6.5.1 Outlined in 'background' above.

(End)  
Report Author:  
Claire Commons, Town Clerk

**Report 0218ROSE7 to a meeting of the Recreation, Open Spaces & Environment Committee**  
**To be held at 7.00pm on Tuesday 13 February 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

---

**7 Castle Hill**

To receive an update relating to the Castle Hill Working Group

**7.1 Recommendation**

7.1.1 To receive and note the report

**7.2 Background**

**7.3 Financial Implication**

**7.4 Legal Implications**

**7.5 Risk**

(End)

Report Authors:

Zoe Moxham, Office Administrator and Claire Commons, Town Clerk

**Report 0218ROSE8 to a meeting of the Recreation, Open Spaces & Environment Committee**  
**To be held at 7.00pm on Tuesday 13 February 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

---

**8 Trees Works – Christy’s Lane & Bury Litton**

To consider tree works on Christy’s Lane and Bury Litton

**8.1 Recommendation**

- 8.1.1 That tree works are carried out on Christy’s Lane and Bury Litton (St John’s Churchyard) as detailed within the report.
- 8.1.2 That thanks are extended to the Shaftesbury Tree Group for the attention to Bury Litton and the thorough application requirements.

**8.2 Christy’s Lane**

- 8.2.1 Officers have met with Highways and the Tree Officer regarding tree works required on Christy’s Lane. The trees identified in Appendix C by a green tree symbol need to be removed, these can be replaced with beech or hornbeam if the Town Council wishes to provide them.
- 8.2.2 Trees identified at Cockrams are the responsibility of the Town Council, there is the option to have works carried out at the same time by the Highway’s contractor thereby minimising disruption and potentially providing a saving.
- 8.2.3 An update will be provided at the meeting with costs and timescales for proposed works to Shaftesbury Town Council owned trees in this area.

**8.3 Bury Litton**

- 8.3.1 The Shaftesbury Tree Group has met with North Dorset District Council’s tree officer and recommends to the Town Council to make the following application for tree works as part of the programme of management for the churchyard.

8.3.2 The ongoing management objectives include:

- To conserve the churchyard as a woodland glade with wild flowers.
- To conserve the archaeology and locate the footings of the church
- To gradually reduce/clear the trees from around both old yew trees to give them more light.
- To create some vistas through the trees on the south side.
- To be mindful of the trees by the road and on the bank down to St John's Hill.

8.3.3 The proposal:

- T1- Willow- pollard goat willow in north eastern part of site to a height of 15-20 feet- works to permit more light to the northern most yew. Maintain pollard on three yearly cycle- (Charlotte is happy to consider a 6 year consent for this which will permit 2x cycles. This will just need to be noted on the application form).
- T2- Hazel- Coppice young hazel to the south west of northern most yew

- G1- Mix Species- Coppice young self seeded growth (hazel, sycamore etc.) situated on the upper bank of the southern most boundary to permit views across the vale from churchyard
- T3-Sycamore- Remove damaged secondary limb on southern side of the canopy from mature sycamore situated on southern boundary of the site (abrasion damage)
- T4- Holly- Maintain 1m clearance between holly and understorey of southern most yew
- T5 Laurel hedges: reduce the height of the hedge on the west boundary by 1 - 2m, and by 1m on the east side along the road.
- Clear understorey growth to enable non-invasive survey of historic church footings- A section 211 notification is not required for this.

8.3.4 The Tree Officer is happy to extend usual 2 year consent to 6 year period if requested as part of the notification.

#### **8.4 Financial Implication**

8.4.1 Prices have yet to be obtained but are expected to be within the Clerk's delegated authority for works within budget.

#### **8.5 Legal Implications**

8.5.1 The Council has a legal responsibility to take due care of its open spaces.

#### **8.6 Risk**

8.6.1 There is a risk of danger if due care is not taken in this area.

8.6.2 There is a danger of the Bury Litton area being placed 'at risk' by Historic England if due care is not taken.

(End)

Report Authors:

Claire Commons, Town Clerk

Appendix C. Christy's Lane Trees



**Report 0218ROSE9 to a meeting of the Recreation, Open Spaces & Environment Committee**  
**To be held at 7.00pm on Tuesday 13 February 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

---

**9 Purchase of Trailer**

To consider purchase of a trailer.

**9.1 Recommendation**

9.1.1 That that Council purchases an Ifor Williams GH94 Plant Trailer

**9.2 Background**

9.2.1 The Grounds Team have identified that having a trailer will help to carry out their duties, being used mostly for clearing debris and rubbish and making access onto sites easier. As it is fitted with a ramp, it will make loading of machinery easier and safer. The water bowser will fit easily in the back, making watering more accessible, as the trailer can be manoeuvred closer to the areas.

9.2.2 Delivery charges would also be avoid when large machinery is hired in, as the items would be able to be collected, thereby avoiding a delivery charge.



**9.3 Financial Implications**

**9.3.1 Supplier A**

1 x New Ifor Williams GH94 Plant trailer, 9'x4' bed & Load ramp.£ 1,965.00 + vat

**9.3.2 Supplier B**

1 x New Ifor Williams 9 x 4 Plant Trailer c/w ramp £1750.00 + vat

**9.4 Legal Implications**

9.4.1 Legal requirements for towing this trailer by the team's existing vehicles are being investigated and will be reported at the meeting.

**9.5 Risk**

9.5.1 There is a risk of theft or damage.

9.5.2 There is a health and safety risk to loading and unloading, securing and transporting goods. Risk Assessment and training will be required.

(End)

Report Authors:

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



**Report 0218ROSE10 to a meeting of the Recreation, Open Spaces & Environment Committee**  
**To be held at 7.00pm on Tuesday 13 February 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

---

**10 Planting Bulbs**

To consider request to plant bulbs.

**10.1 Recommendation**

10.1.1 That the Committee approves the planting of native bulbs on Pine Walk.

**10.2 Background**

10.2.1 The Council has received communication from two individuals in respect of planting bulbs at Pine Walk and the siting of a cemetery vase and scattering of ashes.

10.2.2 The first individual is a family member of the person whose ashes have been scattered and a transcript of his letter is appended for your information. (Appendix D)

10.2.3 The second individual has concerns about the planting without permission, particularly of plants they feel are not necessarily appropriate and the unauthorised scattering of ashes. The Clerk has arranged a telephone call with this person and will update the Committee accordingly.

**10.3 Legal Implications**

10.3.1 There is no explicit legislation to stop people scattering ashes however landowners permission is required.

**10.4 Financial Implications**

10.4.1 There are no financial implications arising from this report.

(End)

Report Authors:

Claire Commons, Town Clerk

## Appendix D. Letter Transcript

Dear Sir - Madam

My name is [redacted] I was brought up here. Educated at Cann Primary School then Christy's Lane Secondary Modern. My parents were [names withheld].

In their time in Shaftesbury they lived with my nan at Christy's Lane, then moved to Cherry Orchard and then Ludwell. I had a brother who was killed on the Royal Chase roundabout on 1<sup>st</sup> October 1978. My mother and father then moved to London because they could not stand going through the roundabout to get to town and then home.

I moved to Exeter in February 1967.

My parents would have never moved if [name withheld] had not been killed. They could not even come to visit - too painful. But my mum's wishes were for her and dad's ashes to be spread on Pine Walk above Stony Path. My father died first in September 2004 I spread his ashes the same year my mother died in February 2014. Since first spreading the ashes I have put a block for holding flowers and planted a lot of bulbs, daffodils, primroses, snowdrops and crocus.

Everybody since I started doing this have said how nice it looked when the bulbs come out. I come up quite regularly and put fresh flowers. My brother, nan and grandad are in the church next to the old grammar school and my dad is on Park Walk. It's the first tree on the left side. I feel I have improved the surroundings of the walk.

I am sorry I did not ask for permission, I did not know I had to, I just carried out my parents' wishes.

I am asking your permission to carry on planting bulbs etc.

Yours faithfully

[name withheld]