



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons

e-mail: enquiries@shaftesbury-tc.gov.uk

Website: 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 Hall (Chair), Kirton (Vice Chair), Cook, Jackson, Loader & Proctor. All other recipients for information only.

You are summoned to 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 18 September 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 meetings of the Recreation, Open Spaces & Environment Committee.
- 4 OFFICER REPORT 4**
To receive and note officer report on matters including but not limited to swimming pool, play equipment, graffiti, grass art and headstones.
- 5 PLAY AND RECREATION STRATEGY 5**
To consider creating a Play and Recreation Strategy for Town Council owned land.
- 6 BUDGET 6**
To consider the committee's budget requirements for 2019/20 for recommendation to the General Management Committee

7	ST JAMES' PATH	18
	To consider a Post Implementation Review of the path installation at St James' Park and agree any actions arising.	
8	DEFINITIVE FOOTPATHS	19
	To receive a report from Councillors on the condition of definitive footpaths in Shaftesbury and consider any actions arising.	
9	MAMPITTS SQUARE	21
	To consider details for consultations for use of land at Mampitts Square	
10	ENMORE GREEN PLAY AREA	24
	To consider replacement play equipment and agree	
11	JUBILEE STEPS RAILINGS	27
	To consider design brief for Jubilee Steps Railings and future railings and agree brief SMART project plan	
12	A30 ALLOTMENTS	32
	To receive an update on the A30 Allotments	
13	TREES	33
	To consider instructing a tree survey of all Shaftesbury Town Council owned trees and to consider remedial works to Poplars at St James Park	
14	BARTON HILL RECREATION GROUND	36
	To receive and note report	
15	CASTLE HILL	37
	To receive and note report for the monitoring of the Castle Hill management plan	
16	TOWN ENTRANCE TREE	38
	To consider trees to mark the entrance to Shaftesbury on the A350	
17	RELOCATING GYM EQUIPMENT	39
	To consider relocation of gym equipment	
18	OKTOBERFEST 2018	40
	To receive an update on the Oktoberfest 2018 event	

Bibliography

Local Government Act, 1972 s.124. *Acquisition of land by agreement by parish and community councils*. [Online]
Available at: <http://www.legislation.gov.uk/ukpga/1972/70/section/124>
Open Spaces Act 1906 s.10, 1906. *Legislation*. [Online]
Available at: <http://www.legislation.gov.uk/ukpga/Edw7/6/25/section/10>
[Accessed 5 July 2017].
Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

(End)

**Administration for a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

1.1 Background

- 1.1.1 The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

1.2 Apologies received to date

- Councillor Proctor due to personal engagement.
 - Councillor Loader due to personal commitments.
 - Councillor Jackson due to work commitments.
-

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

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 or dispensations received to date

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

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

3 Minutes

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

3.1 Background

- 3.1.1 When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate. If it is necessary for the draft minutes of the previous meeting to be corrected because of an inaccuracy in them, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154)

3.2 Minutes to be adopted

- 3.2.1 13th February 2018 and 19th June 2018
-

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

4 Officer Report

To receive and note officer report on matters including but not limited to swimming pool, play equipment, graffiti, grass art and headstones.

4.1 Summary

- 4.1.1 The Council has received a letter of thanks regarding swimming pool, circulated in the Councillor Weekly Digest on 14th September 2018.
- 4.1.2 Play equipment in all council owned play areas has been painted in bright colours.
- 4.1.3 A graffiti remover has been trialled by the grounds team. The Head Groundsman will provide an additional report to this at the meeting.
- 4.1.4 Due to the extent of hot weather over the summer, the grass did not grow sufficiently for Grass Art to be effective. It is therefore planned to carry out a piece of grass art during in time for the autumn half term.
- 4.1.5 Trinity Churchyard. 22 headstones have been laid flat for safety measures. A list of all the names relating to those headstones has been made and contact is being made with the Trinity Trust to see if records are held for next of kin to make them aware.

4.2 Financial Implication

- 4.2.1 There are no financial implications arising from this report.

4.3 Legal Implication

- 4.3.1 There are no legal implications arising from this report.

4.4 Risk

- 4.4.1 There are no risks identified in this report.

4.5 Recommendation

- 4.5.1 That the report be received and noted.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Claire Commons, Town Clerk

5 Play and Recreation Strategy

To consider creating a Play and Recreation Strategy for Town Council owned land.

5.1 Summary

- 5.1.1 The Town Council owns and maintains 7 areas of equipped play and recreation land.
- 5.1.2 Transfer details are in progress for Mampitts Square and other areas of land are in the process of being negotiated, both with and without equipment.
- 5.1.3 The Council is recommended to adopt a Play and Recreation Strategy to assist with the creation of new areas of play and renovation of existing.
- 5.1.4 The strategy should complement the Town Council's Strategic Plan and vision and will form the basis of budget requirements for short, medium and long term
- 5.1.5 The impact of the strategy will provide guidance for when to replace like with like and when to consider an alternative provision.
- 5.1.6 The strategy will link into the scheme of delegation for officers in their management of the Council's open spaces and assets.

5.2 Financial Implication

- 5.2.1 There are no financial implications arising from this report. Savings can be achieved through streamlined management of this service.

5.3 Legal Implication

- 5.3.1 A local authority shall maintain and keep open spaces in a good and decent state (Open Spaces Act 1906 s .10, 1906).

5.4 Risk

- 5.4.1 There is a risk that without an established strategy, the management and creation of open spaces will be carried out in piecemeal fashion and may be more costly to provide and manage.

5.5 Recommendation

- 5.5.1 That the ROSE Committee identifies key components for a Play and Recreation Strategy and delegates to officers to produce the draft plan for adoption by the Council

***STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON, RESIDENTS LIFESTYLE -
OUTDOOR, LUKE KIRTON AND ASSET MANAGEMENT, ANDY PERKINS***

(End)

Report Author: Claire Commons, Town Clerk

Report 0918ROSE6 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

6 Budget

To consider the committee's budget requirements for 2019/20 for recommendation to the General Management Committee

6.1 Summary

- 6.1.1 Officers have carried out a review of each budget line to identify the expected need for the coming year. This detail is appended to this report for budgets applicable to the ROSE Committee (note, the reserves and projects budget section includes *all* council projects and reserves).
- 6.1.2 A schedule of replacement requirements for play equipment is appended to this report. This should be considered when identifying funds for capital replacement of playground equipment.
- 6.1.3 When considering existing and new projects, the committee is asked to clearly identify SMART targets for each of them to support the request or retention of public funds for that purpose. It is recommended that the proposing councillor works with the seconding councillor and an officer to prepare the SMART targets ahead of consideration by the GEM Committee meeting on 26th September 2018.
- 6.1.4 The council is granted one of the most intrusive powers that the English system allows...the power to demand money from local residents that they can't refuse and could, in theory, be dealt with by the courts and fined or even imprisoned for refusing. To demonstrate that that power is used responsibly it should satisfy itself that the money it asks to deliver projects for the Town are appropriate and representative.

6.2 Financial Implication

- 6.2.1 There are no financial implications in recommending budget proposals, implications on the budget and precept will be considered by the General Management Committee and resolved by the Full Council in January 2019.

6.3 Legal Implication

- 6.3.1 The budget and Precept Request must be resolved by Full Council, Committees may feed into this process to provide detail rationale behind requests.

6.4 Risk

- 6.4.1 There is a risk of failure to deliver services or projects if insufficient funds or unrealistic projects are requested.

6.5 Recommendation

- 6.5.1 That the Revenue budget is recommended as shown on the appendix to this report and all capital projects are identified and supported with a SMART sheet and recommended to the General Management Committee.

(End)

Report Author:

Claire Commons, Town Clerk

Appendix A. ROSE Budget

Printed on 12/09/2018

At 11:48

Shaftesbury Town Council

Budget Detail - By Committee

Page No 1

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

Note : Budget Report 23rd August 2018

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	
<u>ROSE</u>											
<u>101</u>	<u>Allotment</u>										
4165	Water Rates	550	510	565	0	565	559	0	0	760	
4250	Repairs & Maintenance	200	202	205	0	205	850	0	0	205	
4265	General Supplies	175	160	0	0	0	0	0	0	0	
4271	Equipment Purchases	0	312	0	0	0	0	0	0	0	
4275	Equipment Hire	350	0	350	0	350	0	0	0	350	
4414	IT Software	0	0	165	0	165	0	0	0	180	
	OverHead Expenditure	1,275	1,184	1,285	0	1,285	1,409	0	0	1,495	
1104	Allotment Rent Income	1,700	1,707	1,700	0	1,700	125	0	0	1,700	
	Total Income	1,700	1,707	1,700	0	1,700	125	0	0	1,700	
101	Net Expenditure	-425	-523	-415	0	-415	1,284	0	0	-205	
<u>102</u>	<u>Cemetery</u>										
4150	Rates & Services	413	415	424	0	424	229	0	0	588	
4165	Water Rates	90	85	90	0	90	0	0	0	95	
4250	Repairs & Maintenance	2,000	2,450	2,000	0	2,000	0	0	0	200	
4265	General Supplies	300	275	0	0	0	0	0	0	0	
4414	IT Software	0	0	285	0	285	0	0	0	300	
	OverHead Expenditure	2,803	3,225	2,799	0	2,799	229	0	0	1,183	
1105	Cemetery Income	2,300	3,501	2,300	0	2,300	1,502	0	0	3,000	
	Total Income	2,300	3,501	2,300	0	2,300	1,502	0	0	3,000	
102	Net Expenditure	503	-277	499	0	499	-1,272	0	0	-1,817	

Continued on Page 2

Note : Budget Report 23rd August 2018

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
103	General Grounds									
4020	Sub Contract Labour	4,300	5,343	2,000	0	2,000	0	0	0	11,000
4150	Rates & Services	2,509	2,514	2,577	0	2,577	1,394	0	0	2,600
4155	Electricity	800	474	800	0	800	212	0	0	500
4165	Water Rates	2,600	2,581	2,300	0	2,300	1,453	0	0	2,600
4250	Repairs & Maintenance	2,200	2,239	2,200	0	2,200	656	0	0	2,200
4256	Treework	4,000	1,166	4,000	0	4,000	3,355	0	0	4,000
4257	Plants	2,000	148	1,000	0	1,000	0	0	0	1,000
4261	Refuse Collection	3,500	1,697	2,600	0	2,600	1,686	0	0	2,500
4265	General Supplies	350	589	350	0	350	194	0	0	350
4270	Equipment Repairs	2,000	3,360	2,000	0	2,000	532	0	0	2,500
4271	Equipment Purchases	3,500	3,433	2,500	0	2,500	9	0	0	0
4272	Fuel for Equipment	2,500	1,489	2,300	0	2,300	1,085	0	0	2,500
4274	Rent Unit 9C	7,250	7,438	7,572	0	7,572	3,786	0	0	7,572
4275	Equipment Hire	750	446	500	0	500	0	0	0	500
4278	Alarm Costs	230	119	200	0	200	55	0	0	200
4280	Fuel for Vehicles	2,200	2,269	2,000	0	2,000	1,090	0	0	2,600
4281	Motor Expenses	2,500	1,763	1,500	0	1,500	789	0	0	1,500
4282	Hitachi Payments Mower	0	10,190	10,190	0	10,190	4,246	0	0	8,492
4285	PPE	1,000	429	1,000	0	1,000	85	0	0	850
4290	Playground Inspections	750	830	400	0	400	350	0	0	1,000
4291	Playground Repair/Maintenance	4,500	7,981	4,622	0	4,622	809	0	0	4,600
4293	Play Area Design	0	0	5,000	0	5,000	0	0	0	0
4299	SLA-Trinity Grounds Maintainan	1,425	1,424	1,500	0	1,500	748	0	0	1,500
OverHead Expenditure		50,864	57,924	59,111	0	59,111	22,533	0	0	60,564

Continued on Page 3

Note : Budget Report 23rd August 2018

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	
1102	Contribution to Services	1,200	879	1,200	0	1,200	0	0	0	1,000	
1103	Rents	3,220	920	1,000	0	1,000	125	0	0	415	
1300	Grass Cutting Income	5,695	5,994	5,994	0	5,994	6,023	0	0	6,023	
1301	Miscellaneous Income	0	2,426	0	0	0	552	0	0	0	
1302	Memorial Bench Income	0	1,369	0	0	0	275	0	0	0	
1353	Commuted Sum Great Ground	0	0	0	0	0	71,410	0	0	0	
1354	Commuted Sum Little Shilling	0	0	0	0	0	12,500	0	0	0	
Total Income		10,115	11,587	8,194	0	8,194	90,886	0	0	7,438	
103	Net Expenditure	40,749	46,336	50,917	0	50,917	-68,353	0	0	53,126	
105	Local Delivery services										
4020	Sub Contract Labour	2,500	0	0	0	0	188	0	0	1,000	
4150	Rates & Services	2,078	2,074	2,134	0	2,134	1,066	0	0	2,180	
4155	Electricity	760	728	750	0	750	278	0	0	750	
4165	Water Rates	2,200	2,062	2,200	0	2,200	1,223	0	0	2,200	
4175	Car Parking Contribution	2,000	0	0	0	0	0	0	0	0	
4177	Bus Shelters	250	150	300	0	300	0	0	0	300	
4250	Repairs & Maintenance	2,700	1,469	2,700	0	2,700	873	0	0	1,500	
4260	Cleaning Supplies	1,100	747	1,000	0	1,000	439	0	0	1,000	
OverHead Expenditure		13,588	7,229	9,084	0	9,084	4,066	0	0	8,930	
1501	Street Market Rents R'ved	7,999	8,527	7,999	0	7,999	5,262	0	0	8,500	
Total Income		7,999	8,527	7,999	0	7,999	5,262	0	0	8,500	
105	Net Expenditure	5,589	-1,298	1,085	0	1,085	-1,196	0	0	430	

Continued on Page 4

Note : Budget Report 23rd August 2018

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
201	Town Hall									
4020	Sub Contract Labour	320	0	0	0	0	0	0	0	0
4150	Rates & Services	6,771	6,757	6,954	0	6,954	3,480	0	0	7,099
4155	Electricity	2,176	2,087	2,200	0	2,200	676	0	0	2,200
4160	Gas	1,800	3,113	2,500	0	2,500	538	0	0	2,500
4165	Water Rates	250	139	200	0	200	121	0	0	250
4200	Wedding Costs	550	451	565	0	565	1,045	0	0	565
4230	Trinity Car Park Space	450	550	550	0	550	275	0	0	550
4250	Repairs & Maintenance	4,000	3,727	4,000	0	4,000	1,008	0	0	1,000
4260	Cleaning Supplies	370	276	300	0	300	41	0	0	250
4265	General Supplies	850	331	500	0	500	26	0	0	250
4271	Equipment Purchases	500	685	550	0	550	0	0	0	200
4278	Alarm Costs	1,300	240	500	0	500	330	0	0	500
4414	IT Software	0	0	285	0	285	0	0	0	300
	OverHead Expenditure	19,337	18,356	19,104	0	19,104	7,539	0	0	15,664
1201	Hall Hire	28,691	25,545	28,691	0	28,691	11,691	0	0	28,000
1202	Other Hall Hire	0	48	0	0	0	0	0	0	0
1203	Weddings	2,070	1,529	1,800	0	1,800	1,169	0	0	1,500
1204	Shop Rents	18,000	18,000	18,000	0	18,000	7,500	0	0	18,000
1205	Sitting Out Licence	0	0	0	0	0	0	0	0	842
1220	Solar Panel Feed in Tariff	1,390	680	1,500	0	1,500	1,602	0	0	1,500
1301	Miscellaneous Income	0	0	0	0	0	1	0	0	0
	Total Income	50,151	45,802	49,991	0	49,991	21,963	0	0	49,842
201	Net Expenditure	-30,814	-27,446	-30,887	0	-30,887	-14,423	0	0	-34,178

Continued on Page 5

Note : Budget Report 23rd August 2018

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
305	Swimming Pool									
4008	Life Guard Salaries	21,000	20,874	22,000	0	22,000	20,362	0	0	22,440
4010	Staff Training	1,000	1,127	1,000	0	1,000	123	0	0	1,000
4150	Rates & Services	2,586	2,592	2,586	0	2,586	1,722	0	0	3,155
4155	Electricity	1,000	1,707	1,500	0	1,500	638	0	0	1,700
4160	Gas	2,500	2,234	2,200	0	2,200	431	0	0	2,200
4165	Water Rates	1,500	977	2,000	0	2,000	1,158	0	0	2,000
4250	Repairs & Maintenance	1,000	1,561	2,459	0	2,459	1,104	0	0	2,000
4260	Cleaning Supplies	260	218	220	0	220	201	0	0	300
4270	Equipment Repairs	350	90	0	0	0	0	0	0	0
4271	Equipment Purchases	1,050	1,168	1,000	0	1,000	1,017	0	0	1,000
4285	PPE	0	11	0	0	0	0	0	0	0
4360	Chemicals	4,000	3,910	4,000	0	4,000	3,249	0	0	4,000
4362	Plant Servicing/Repairs	1,600	1,414	1,500	0	1,500	1,680	0	0	2,000
4363	DBS Checks	200	125	150	0	150	75	0	0	250
4364	Uniforms	500	321	350	0	350	288	0	0	500
4365	Music Licences	249	122	250	0	250	0	0	0	275
4366	Retail Sales	500	442	480	0	480	867	0	0	1,000
4370	Swimming Pool Advertising	700	1,324	1,500	0	1,500	816	0	0	750
4373	ATC Renewal	230	219	230	0	230	175	0	0	200
4374	Life Guard Training Course	0	1,205	0	0	0	0	0	0	0
4410	Telephone	275	292	275	0	275	134	0	0	200
	OverHead Expenditure	40,500	41,934	43,700	0	43,700	34,040	0	0	44,970
1220	Solar Panel Feed in Tariff	0	1,127	1,200	0	1,200	450	0	0	1,200

Continued on Page 6

Note : Budget Report 23rd August 2018

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	
1301	Miscellaneous Income	0	300	0	0	0	0	0	0	0	
1365	Swimming Pool Income	40,500	16,745	18,500	0	18,500	21,709	0	0	18,500	
1366	Income Life Guards Course	0	1,200	0	0	0	0	0	0	0	
1367	Retail Income	0	0	0	0	0	0	0	0	2,000	
Total Income		40,500	19,372	19,700	0	19,700	22,159	0	0	21,700	
305	Net Expenditure	0	22,562	24,000	0	24,000	11,881	0	0	23,270	
ROSE - Expenditure		128,367	129,852	135,083	0	135,083	69,816	0	0	132,806	
Income		112,765	90,497	89,884	0	89,884	141,895	0	0	92,180	
Net Expenditure		15,602	39,355	45,199	0	45,199	-72,079	0	0	40,626	

Continued on Page 7

Note : Budget Report 23rd August 2018

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	
Reserves & Projects											
901	Reserves & Projects										
4902	Community Hall Cockrams	3,000	0	10,000	3,000	13,000	0	0	0	0	
4904	Toilets	30,500	0	0	30,500	30,500	0	0	0	0	
4905	Town Hall Building Fund	0	12,357	0	0	0	0	0	0	0	
4906	Playground Equipment	5,217	0	15,000	0	15,000	0	0	0	15,000	
4907	Grounds Equipment	2,000	0	0	0	0	0	0	0	3,000	
4910	Street Furniture	14,847	200	10,000	0	10,000	0	0	0	0	
4912	Energy System Town Hall	5,000	0	0	0	-5,000	0	0	0	0	
4913	Town Centre Enhancement	8,109	0	0	7,109	6,109	0	0	0	0	
4914	Ground Cover Planting	1,700	947	0	700	700	614	0	0	0	
4917	Cycle Route	11,500	0	0	0	0	0	0	0	0	
4918	CCTV	0	0	0	0	0	12,450	0	0	0	
4919	Cobbles	0	0	0	1,000	2,000	0	0	0	0	
4922	Vehicles	24,000	5,995	0	14,000	14,000	0	0	0	0	
4923	Grit Bins	0	0	4,000	0	4,000	0	0	0	0	
4924	Heritage Lanterns	10,000	0	0	10,000	10,000	0	0	0	0	
4926	Strategic Tree Works	5,273	0	0	5,273	5,273	0	0	0	5,000	
4928	Replacement IT Equipment	2,500	0	2,500	2,500	5,000	749	0	0	2,500	
4929	Cemetery Improvements	2,304	2,304	0	0	0	0	0	0	2,000	
4930	Jubilee Steps Enhancement	5,400	7,710	10,000	4,680	14,680	0	0	0	0	
4931	Swimming Pool Running costs	45,895	2,253	10,000	20,000	30,000	1,934	0	0	0	
4932	Neighbourhood Planning Group	8,686	613	1,898	8,102	10,000	675	0	0	0	
4933	A30 Allotment Site	25,000	0	0	25,000	25,000	0	0	0	0	
4935	Shaftesbury Bee Friendly	0	-303	0	0	0	0	0	0	0	
OverHead Expenditure		210,931	32,077	63,398	131,864	190,262	16,423	0	0	27,500	

Continued on Page 8

Note : Budget Report 23rd August 2018

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
1301	Miscellaneous Income	0	0	0	0	0	7,382	0	0	0
	Total Income	0	0	0	0	0	7,382	0	0	0
901	Net Expenditure	210,931	32,077	63,398	131,864	190,262	9,041	0	0	27,500
902	Capital Replacement Reserve									
4905	Town Hall Building Fund	66,683	0	12,370	58,000	75,370	0	0	0	0
4916	Bus Shelters	0	0	3,500	0	3,500	0	0	0	0
4918	CCTV	10,000	0	0	10,000	10,000	0	0	0	5,000
	OverHead Expenditure	76,683	0	15,870	68,000	88,870	0	0	0	5,000
902	Net Expenditure	76,683	0	15,870	68,000	88,870	0	0	0	5,000
Reserves & Projects - Expenditure		287,614	32,077	79,268	199,864	279,132	16,423	0	0	32,500
	Income	0	0	0	0	0	7,382	0	0	0
	Net Expenditure	287,614	32,077	79,268	199,864	279,132	9,041	0	0	32,500
	Total Budget Expenditure	415,981	161,928	214,351	199,864	414,215	86,239	0	0	165,306
	Income	112,765	90,497	89,884	0	89,884	149,277	0	0	92,180
	Net Expenditure	303,216	71,431	124,467	199,864	324,331	-63,038	0	0	73,126

Appendix B. Play Equipment Replacement Programme

Description	Location	1 – 2 yrs	2 – 5 yrs	5+ yrs	Notes
Elephant Slide	Gower Road		x		
Reindeer Springer	Gower Road		x		
See-Saw	Gower Road			x	
Free Standing Slide	Ash Close			x	
Multi Play	Ash Close		x		
Jupiter Roplay Unit	Ash Close			x	Rope 3-5 yrs
2Bay 2 Cradle Swing	Ash Close			x	
2Bay 2 Flat Swing	Ash Close			x	
5 a side Goal Frame	Ash Close			x	
Pixie Sit In Springer	Ash Close			x	
Pair of Talking Flowers	Ash Close			x	
Bo Beep Multi Play	Ash Close			x	
Multi Play	Enmore Green	x			
Motor Bike Rocker	Enmore Green		x		
Horse Rocker	Enmore Green		x		
1 Bay 2 Swings Flat	Enmore Green			x	
1 Bay 2 Swings Cradle	Enmore Green			x	
1 Bay 1 Swing Flat	Cockrams			x	
Free Standing Slide	Cockrams			x	
Roundabout	Cockrams			x	
Balance Beam & Stepping Stones	Cockrams			x	
Spring Elephant Rocker	Cockrams			x	
Pendulum Swing	Cockrams			x	
Rotating Basket	Cockrams			x	
Multi Play Senior Agito Q	Cockrams			x	
Balance Beam Activity Trail	Wincombe		x		
Suspension Bridge	Wincombe		x		
Chicken Spring See-Saw	Wincombe	x			
Roundabout	Wincombe		x		
Multiplay Junior	Wincombe		x		
Cradle Swings	Wincombe			x	
1 Bay 2 Seat Cradle Swings	Wincombe		x		
Play Boat	Wincombe				
Seal Springer	Wincombe	x			
Adult Fit Point	Wincombe			x	
Multi Play Senior	Wincombe		x		
Gyro Spiral	Wincombe		x		
Skate Unit	Wincombe			x	
Cable Runway 1	Wincombe			x	
Cable Runway 2	Wincombe			x	
Overhead Rotator	Wincombe			x	
Overhead Glider	Wincombe			x	
Rodeo Board	Wincombe			x	
Muti Use Game Area Basket Ball	Wincombe			x	
Multi Use Game Area (MUGA)	Wincombe			x	
Caloo Outdoor Gym-Chest Press	Wincombe			x	
Caloo Outdoor Gym-Leg Press	Wincombe			x	
Caloo Outdoor Gym- Air Walker	Wincombe			x	

Description	Location	1 – 2 yrs	2 – 5 yrs	5+ yrs	Notes
Caloo Outdoor Gym- Dip Station	Wincombe			x	
Caloo Outdoor Gym- Rower	Wincombe			x	
Caloo Outdoor Gym - Skier	Wincombe			x	
Caloo Outdoor Gym- Rider	Wincombe			x	
Caloo Outdoor Gym- Body Twister	Wincombe			x	
Caloo Outdoor Gym - Cycle	Wincombe			x	
Multi Use Games Area	St James	x			
See-Saw	St James			x	
Swings 1 Bay 2 Seat Cradle	St James			x	
Elephant Springer	St James		x		
Car Springer	St James		x		
Dome Climbing Frame	St James			x	
Tyre Activity Trail	St James		x		
Wooden Activity Trail	St James	x			
Swings 1 Bay 2 Seat Flat	St James			x	
Embarkement Slide	St James			x	
Embarkement Slide Timber surround	St James	x			
Skate Park 1/2 Pike	Barton Hill			x	
Skate Park Spine Ramp	Barton Hill			x	
Skate Park Fun Box	Barton Hill			x	
Skate Park Start Ramp	Barton Hill			x	
Skate Park Fun Box	Barton Hill	x			
Skate Park Ledge	Barton Hill			x	
Skate Park Grind Box	Barton Hill			x	
Skate Park Grind Bench	Barton Hill			x	
Free Standing Slide	Barton Hill	x			
Swings 1 Bay 2 Seat Cradle	Barton Hill			x	
Swings 2 Bay 4 Seat Flat	Barton Hill			x	
Table Tennis Table 1	Barton Hill			x	
Table Tennis Table 2	Barton Hill			x	
Wicksteed Outdoor Gym- Surfer	Barton Hill			x	
Wicksteed Outdoor Gym- Body Twister	Barton Hill			x	
Wicksteed Outdoor Gym-Cycle	Barton Hill			x	
Wicksteed Outdoor Gym- Rider	Barton Hill			x	
Wicksteed Outdoor Gym- Leg Press	Barton Hill			x	
Wicksteed Outdoor Gym- Chest Press	Barton Hill			x	
Wicksteed Outdoor Gym- Skier	Barton Hill			x	
Wicksteed Outdoor Gym- Sit Up Bench	Barton Hill			x	
Muti Use Game Area B	Barton Hill			x	
		8	15	64	

Report 0918ROSE7 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

7 St James' Path

To consider a Post Implementation Review of the path installation at St James' Park and agree any actions arising.

7.1 Summary

- 7.1.1 At its meeting on 21st March 2018 the Committee agreed to carry out a Post Implementation Review of the footpath project
- 7.1.2 The Head Groundsman has carried out a risk assessment and has identified possible improvements through more frequent cleaning of sycamore sap and possible installation of signage and a handrail.

7.2 Financial Implication

- 7.2.1 There are no financial implications arising from this report

7.3 Legal Implication

- 7.3.1 A local authority shall maintain and keep open spaces in a good and decent state (Open Spaces Act 1906 s .10, 1906).

7.4 Risk

- 7.4.1 There is a risk of repeating poor practice or incurring unnecessary costs if post implementation reviews are not carried out and improvements or good practice are not implemented.

7.5 Recommendation

- 7.5.1 That policies and procedures are reviewed in light of findings from reviewing this project.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Report 0918ROSE8 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

8 Definitive Footpaths

To receive a report from Councillors on the condition of definitive footpaths in Shaftesbury and consider any actions arising.

8.1 Summary

- 8.1.1 At its meeting on 20th March 2018, the Committee resolved that Councillor Kirton would coordinate all councillors walking the definitive footpaths in Shaftesbury to ascertain their condition and provide a report back for remedial action.
- 8.1.2 The appendix attached to this report provides a map of the definitive footpaths (shown in pink).
- 8.1.3 Where remedial action is required, these should be reported to the County Council.
- 8.1.4 Strategic proposals for the footpaths may be referred to the Neighbourhood Plan for consideration in the emerging policies.

8.2 Financial Implication

- 8.2.1 There are no financial implications identified in this report

8.3 Legal Implication

- 8.3.1 The County Council is responsible for the definitive footpaths. There are no legal implications to the Town Council identified within this report.

8.4 Risk

- 8.4.1 There is a risk of carrying out work on land not in the Town Council's purview.

8.5 Recommendation

- 8.5.1 That the Committee refers any remedial works on footpaths to the County Council and any policy considerations to the Shaftesbury Neighbourhood Plan Advisory Committee.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

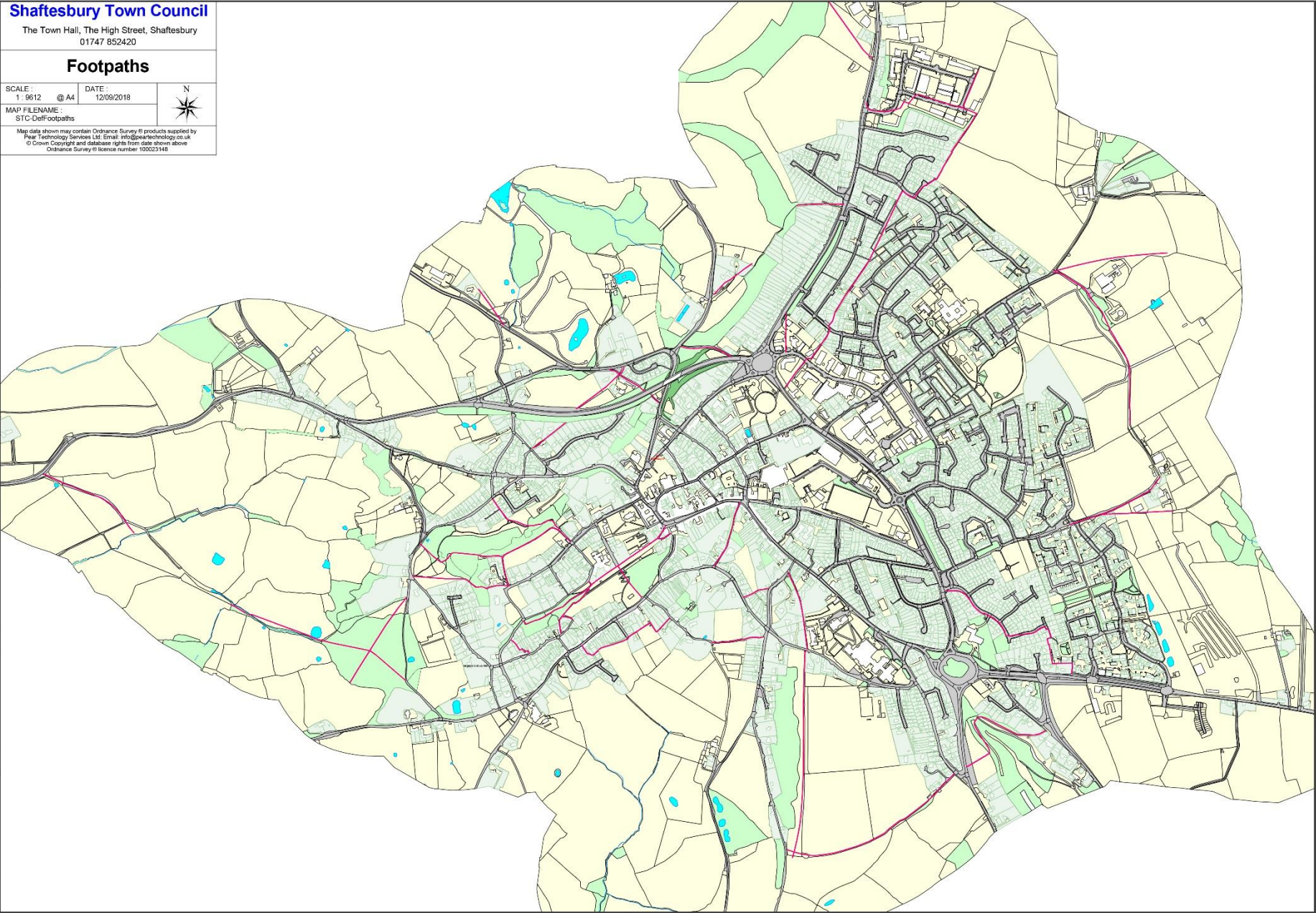
8.6 Detail

- 8.6.1 Councillor Hall reports that Breach Common can be very boggy as is the path at the end of Kingsman Lane. Castle Gardens footpath past the front of Castle Gardens takes a slightly different course to the definitive map but is clearly signposted and the path between New Road and Yeatmans Lane is difficult to use because the steps are precarious.

(End)

Report Author: Claire Commons, Town Clerk

Appendix C. Footpath Map



Report 0918ROSE9 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

9 Mampitts Square

To consider details for consultations for use of land at Mampitts Square

NOTE: It is recommended that Councillors visit the site before the committee meeting

9.1 Summary

- 9.1.1 The transfer of land at Mampitts Square is underway with an anticipation completion date of the 28th February 2019. A plan of the land is appended to this report.
- 9.1.2 The transfer requires the land to be handed over clean and tidy and with a boundary fence. Officer recommendation is that the square element (currently fenced off with combination of heras fencing and board fencing) will be fenced off with post and rail on the East, West and South boundaries, the board fence on the west boundary will remain and there is no requirement for double fencing along the 'back garden' fences on the north boundary.
- 9.1.3 The western irregular shaped part of land is currently laid to lawn with no fence border. The Committee should consider whether any fence is required for this section.
- 9.1.4 The Neighbourhood Plan Advisory Committee is looking at green infrastructure as part of its policy themes. It is recommended that the emerging policies and information obtained from consultation by the Neighbourhood Plan informs part of the consultation into use for this area of land.

9.2 Financial Implication

- 9.2.1 There is £481 available in the consultation budget line. Some of these funds will be required for the budget consultation.

9.3 Legal Implication

- 9.3.1 Acquisition of land by agreement by parish and community councils for the purposes of any of their functions under this or any other public general act or for the benefit, improvement or development of their area. (Local Government Act, 1972 s.124)

9.4 Risk

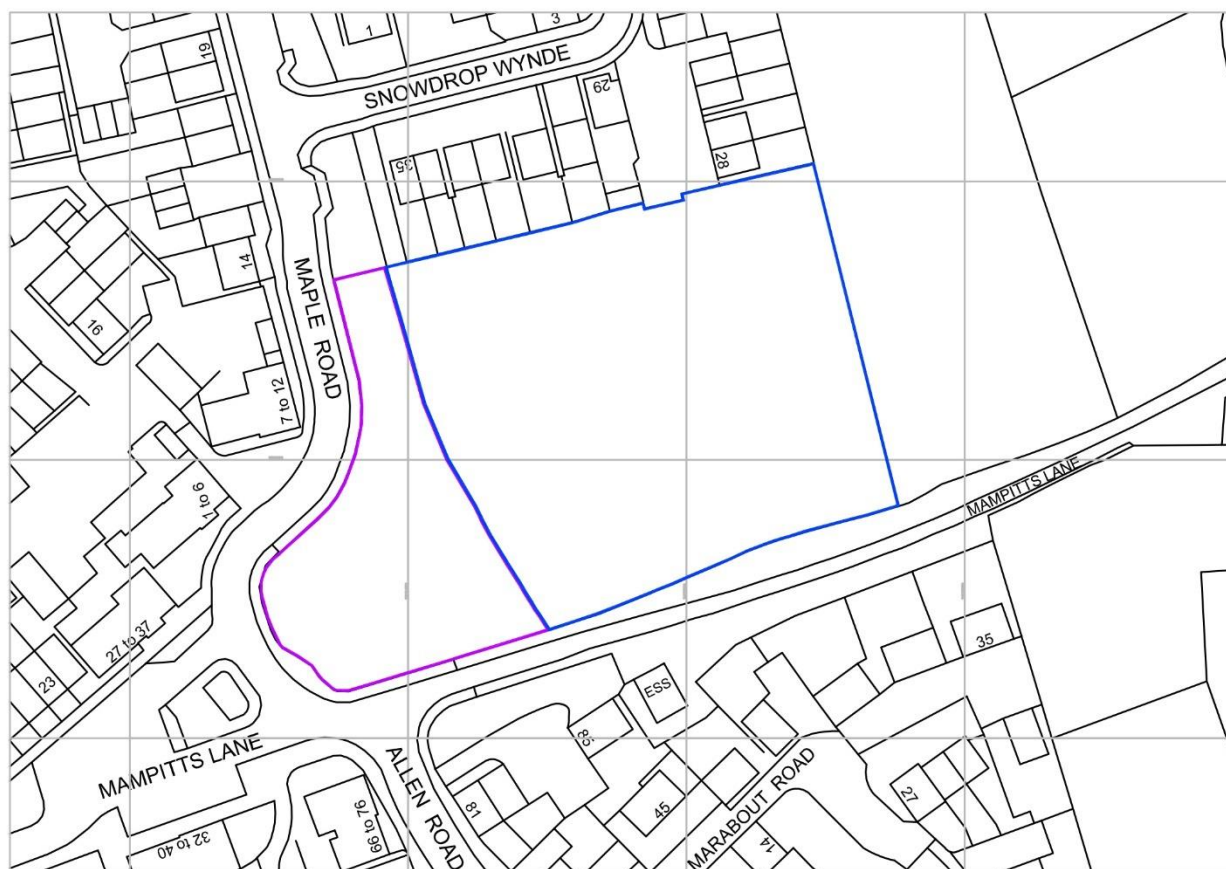
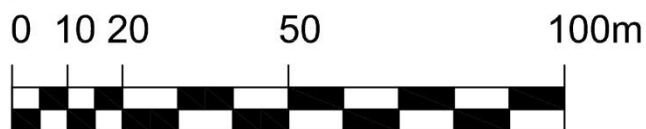
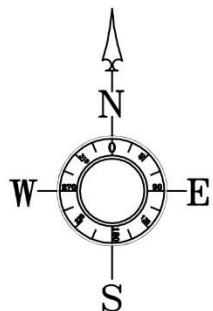
- 9.4.1 There is a risk of acquiring assets without sufficient provision for their future maintenance. This is mitigated with the s.106 allocation and careful budgeting procedures.

9.5 Recommendation

- 9.5.1 That the Committee agrees the fencing requirements for transfer of the land.
- 9.5.2 That the Committee agrees the details and schedule for consultation on community use for the land.

(End)
Report Author:
Claire Commons, Town Clerk

Appendix D. Mampitts Square



Ordnance Survey, (c) Crown Copyright 2018. All rights reserved. Licence number 100022432

- Land in Title DT203586
- Land in Title DT375082

REVISIONS		DATE	BY	TITLE TRANSFER OF LAND OFF MAMPITTS LANE SHAFTESBURY, DORSET	DRAWING NO 419/501		REV
					SCALE 1:1250 @ A4		
					PERSIMMON HOMES SOUTH COAST 100 WICKHAM ROAD FAREHAM HANTS PO16 7HT		
					Tel: 01329 514300 Fax 01329 514333		
					DRAWN	CHECKED	DATE Aug2018

Report 0918ROSE10 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

10 Enmore Green Play Area

To consider replacement play equipment and agree

NOTE: It is recommended that Councillors visit the site before the committee meeting

10.1 Summary

10.1.1 At its meeting on 19th June, the Committee resolved to carry out a consultation to ascertain the local residents preference for equipment in that area. Regrettably the July Committee meeting was cancelled and therefore details for a consultation were not agreed.

10.1.2 Local residents and representatives from the Shaftesbury Open Spaces Group have expressed concern at the lack of facility at the play area since the removal of the slide.

10.2 Financial Implication

10.2.1 There is a balance of £20217 in the Capital Reserves for Playground Equipment. £9485 is earmarked for a replacement piece of equipment at the Skate Park at Barton Hill leaving a balance of £10,732

10.3 Legal Implication

10.3.1 A local authority shall maintain and keep open spaces in a good and decent state (Open Spaces Act 1906 s .10, 1906).

10.4 Risk

10.4.1 There is an ongoing maintenance commitment with provision of equipment. There is a risk of providing equipment not suited to the users of the site.

10.5 Recommendation

10.5.1 That consultation on equitable replacement multiplay equipment is carried out with users and local residents of Enmore Green Play area with the preferred option being referred to Full Council on 2nd October for resolving preferred supplier and release of funds

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix E. Enmore Green Multiplay

To replace old damaged Multiplay Unit



Supplier A – To remove and dispose of existing Multiplay unit install either option one or two, complete with rubber mulch surface.

Option One



Cost £ 13,871.00

Option Two



Cost £ 15518.00

Supplier B - To remove existing Multiplay unit and install as below but with a steel slide and on existing wet pour surface.



Cost £ 8901.00 plus carriage

Supplier C – Remove existing, make good surface and install Mordred



**Enmore
Green**

Cost £8,500



This is an Artists Illustration Only

Report 0918ROSE11 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

11 Jubilee Steps Railings

To consider design brief for Jubilee Steps Railings and future railings and agree brief SMART project plan

11.1 Summary

11.1.1 Councillor Hall has met with a local expert to consider the design brief and requirements for replacement railings at Jubilee Steps, S1t James' Park.

11.1.2 The design brief is appended to this report.

11.1.3 A draft project outline is also appended to this report.

11.2 Financial Implication

11.2.1 Financial Implications are not yet known, current budget allocation is £14,680

11.3 Legal Implication

11.3.1 A local authority shall maintain and keep open spaces in a good and decent state (Open Spaces Act 1906 s .10, 1906).

11.4 Risk

11.4.1 There is a safety risk if the railings are not repaired or replaced.

11.5 Recommendation

11.5.1 That the Committee agrees the draft design brief and outline project plan and delegates to the Town Clerk in consultation with the lead councillor to draft the detail of the plan and begin consultation with identified stakeholders.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix F. Jubilee Steps Design Brief (Draft 1)

1. Introduction

- 1.1. Shaftesbury Town Council intends to develop a co-ordinated set of elements and details for the public open spaces which it owns, controls and maintains
- 1.2. The purpose of this document is to define the background and context of this intention and how this might be achieved.

2. Jubilee Steps

- 2.1. The Jubilee Steps were constructed in 1977 (history to be confirmed and compiled)
- 2.2. The first stage in this process is to seek submission of proposals to develop a design for new railings and barriers adjacent to the Jubilee Steps.
- 2.3. These steps form an important link between the Town Centre and St James Park at the foot of the slopes and link to Park Walk at the top
- 2.4. Whilst this brief is for metal railings and barriers along Jubilee Steps, they are to be considered as elements within a distinctive, comprehensive set of open space components and artefacts.
- 2.5. As requirements dictate and funds permit, other sections of railings, barriers and other elements will be installed in a controlled and phased manner
- 2.6. Existing tubular metal posts and railings are installed adjacent to the steps, ramped paths and landing areas which form the Jubilee Steps.
- 2.7. The quasi-industrial style of these modular railings is considered inappropriate by STC.
- 2.8. Similar tubular railings with pre-cast concrete posts connect with the Jubilee Steps railings and run westwards, forming the southern edge of Park Walk and a safety barrier at the top of the steep slope towards St James Park.
- 2.9. The design of the Jubilee Steps railings must integrate with the Park Walk railings as they are, and be capable of replacing this railing, seamlessly, at some future date.

3. Design Criteria

3.1. Major Purpose of Railings:

- ◇ Safety/Security barrier to exclude access to a hazardous area – e.g. steep slopes
- ◇ Aid and support particularly for the elderly and inform
- ◇ Boundary definition
- ◇ Circulation control
- ◇ Aesthetic elements in the landscape – attractive and positive artefacts

3.2. Design Philosophy and Expression

- ◇ Complementary with setting and surroundings
- ◇ Simple, elegant and unobtrusive
- ◇ Non-hazardous
- ◇ Attractive and memorable feature
- ◇ Smooth, flowing and generally continuous
- ◇ Historical reference e.g. memorable form, element or motif
- ◇ Reference or relationship to existing features including; seating, signs, lighting, litter bins, bollards, tree guards etc which exist in the town
- ◇ No superficial or artificial embellishments
- ◇ ‘modern’ idiom, yet traditionally crafted and distinctive towards the place
- ◇ Enhancing the assets – park open space and extensive outward views

3.3. Technical Criteria

- ◇ Structural integrity and durability – Resistance to weathering, atmospheric erosional, in-use degradation particularly in relation to existing path, step and landing edges and steep potentially erodible and locally unstable slopes
- ◇ Constructability in relation to existing ‘hard’ landscape elements such as concrete edging and adjacent haunching
- ◇ Ensure capability to accommodate any future path edging, slope stabilising and surface water drainage control measures

- ◇ Accommodate sloping and level areas
- ◇ Respond to prevailing site conditions, particularly steep slopes formed in non-cohesive sandstone (local Shaftesbury green sand) e.g. not to overload tops of slopes nor channel surface water flows which might induce erosion and instability
- ◇ Comply with all relevant British and EC standards and codes of practice
- ◇ Comply with health and safety standards

3.4. Aesthetic criteria

- ◇ Design elements and details to be carefully and thoroughly worked-out and coordinated from the outset before construction and implementation – a modular system is preferred
- ◇ Demonstrate relationship to extensive range of existing open space elements and artefacts
- ◇ Compatibility – relate to landscape and context and setting including views and immediate lines of site, use of the same or similar materials details and proportions of nearby elements
- ◇ Scale – relate to human scale, including the elderly and infirm, disabled and the young
- ◇ Proportions – the relationship of the height to the spacing of the columns / posts (although these are largely dictated in the case of railings adjacent to steps)
- ◇ Rhythm – the interval of the columns / posts
- ◇ Colour – darker colours tend to unify the appearance and reduce visual impact – only one colour to be employed
- ◇ Texture – the type of material and kind of finish

3.5. Design Development, Deliverables and Programme

- ◇ Proposals should include a comprehensive review of all existing metal elements and artefacts in Shaftesbury Town Centre including photographs and local plans
- ◇ Shaftesbury Town Council invites technical, workable and creative input as a carefully phased collaborative exercise rather than a prematurely worked-out complete system
- ◇ A staged design development programme is invited as a preliminary proposal
- ◇ As the design develops, indicative fabrication, installation and maintenance costs shall be provided
- ◇ The design shall take the form of general arrangement plans, scaled elevations, long and cross sections, proto-typical construction / fabrication details, including foundation design particularly in relation to steep side slopes
- ◇ Illustrative material shall be provided for public consultation purposes.

Jubilee Steps Railings

Un-Smart Goal		To replace the railings at Jubilee Steps and identify design requirements for future railings
Specific - What is the specific task?		To replace the railings at Jubilee Steps To prepare a design brief appropriate to different zones/characteristics in the town for railings, gates, tree guards, bins and signposts
Measurable - What are the standards or parameters?		STC owned areas to be zoned and a railing style designated per zone (sub task - engage with Neighbourhood Plan, civic society and visitor experience re style)
Achievable - Is the task feasible?		Yes for Jubilee Steps Yes for future design
Realistic - Are sufficient resources available?		Not if completing in one go but yes if phased in with budget provision. Will require external contractors for design, manufacture and installation.
Timed - What are the start and end dates?		Start design for Jubilee Steps and Zone work for design Autumn 2018 Completion of Jubilee Steps Railings by March 2019 (Ambitious)
SMART		Replace railings at Jubilee Steps with bespoke designed railings and prepare design specification for railings, gates, tree guards, bins and signposts for Shaftesbury's corporate image.

Responsible - who does the work to complete the task Lead Officer	Finance & Services Officer	Consulted - Who is consulted, subject matter experts and interest groups Lead Councillor	Luke Kirton Shaftesbury Neighbourhood Plan Advisory Cttee Shaftesbury Open Spaces Group Shaftesbury Civic Society Visitor Experience Advisory Committee
Accountable - Who is ultimately responsible for correct completion and sign off of work Lead Committee	ROSE	Informed - Who is kept informed on completion of tasks or final project	Shaftesbury Neighbourhood Plan Advisory Committee Shaftesbury Open Spaces Group Shaftesbury Civic Society Visitor Experience Advisory Committee
Deadline	31 March 2019	Priority	Medium
Budget	£14,680	Resolution (s)	
Cost Centre	901 Capital Projects	Budget Line	Jubilee Steps Enhancement

Jubilee Steps Railings

Who	Steps	Due By	Completed	Notes specific to each step
	Project brief			
	Consultation			
	Agree & Commission			
	H&S/RA/MS			Health and Safety, Risk Assessment, Method Statement etc
	Works start			
	Progress check			
	Completion	17/02/2019		
	Follow-up	17/03/2019 -		
	Sign-Off	31/03/2019 -		Sign off / Launch / Press opportunity
	Wash-up	30/04/2019 -		Post Implementation Review complete

Committee dates marked in bold

Notes for display on schedule page

1st draft design brief to ROSE 18/9/18, Full project proposal needs drawing up

Report 0918ROSE12 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

12 A30 Allotments

To receive an update on the A30 Allotments

12.1 Summary

12.1.1 The transfer of land has been completed.

12.1.2 The Grounds Team are looking at an alternative to a formal road access and parking location.

12.1.3 Original cost for drawing up a tender specification for formal ground works was in the region of £7,500. This cost may be able to be eliminated by taking an informal access road approach

12.1.4 The Grounds Team are carrying out ground clearance work to lay a temporary track way to enable parking on the allotment site rather than at the road entrance

12.1.5 An architect will be required to draw up plans for a pre-planning application due to the access from Orchid View. Quotes being obtained

12.1.6 If planning permission is straight forward and a track approach with no technical requirements is acceptable, anticipated date for opening allotments to tenants April 2019

12.1.7 SMART objectives and costs being drawn up to be reported back to the committee.

12.2 Financial Implication

12.2.1 There are no financial implications arising from this report.

12.3 Legal Implication

12.3.1 A local authority shall maintain and keep open spaces in a good and decent state (Open Spaces Act 1906 s .10, 1906).

12.4 Risk

12.4.1 There are no risks identified within this report. Risk Assessment will form part of the formal SMART project plan.

12.5 Recommendation

12.5.1 That the report is received and noted.

STRATEGIC PLAN AREA: ASSET ACQUISITION, LESTER TAYLOR

(End)
Report Author:
Claire Commons, Town Clerk

Report 0918ROSE13 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

13 Trees

To consider instructing a tree survey of all Shaftesbury Town Council owned trees and to consider remedial works to Poplars at St James Park

13.1 Summary

13.1.1 To effectively manage the trees in the town council's ownership it is recommended to carry out a tree survey. Quotes have been received, see detail below.

13.1.2 Appended to this report is a map indicating the areas of Shaftesbury Town Council owned trees.

13.1.3 Following a fallen bough, concern has been expressed about the poplars in St James' Park, 4 hazardous beams require removal and a small poplar in the group has significant decay at the base, the tree would require removal



13.1.4 A Silver Birch was removed from St James' Play area last year due to disease. Because it was in a conservation area, it is a requirement to replace the tree. Separately, a request has been received for a memorial tree and the applicant is happy for that tree to be a replacement for the silver birch. Approval for a slightly different location within the park which is more suitable for the health of the tree is awaited from the Conservation Area



13.2 Financial Implication

13.2.1 £1550 - £2,805 Tree Survey works. To be funded from £5,273 Strategic Tree Works (Capital Projects)

13.2.2 £995 remedial works on poplars at St James' Park. Can be part funded from balance of £645 tree works (General Grounds) or in total from balance of £2,000 Sub contract labour (General Grounds)

13.3 Legal Implication

13.3.1 A local authority shall maintain and keep open spaces in a good and decent state (Open Spaces Act 1906 s .10, 1906).

13.4 Risk

13.4.1 There is a Health and Safety risk if due remedial works are not carried out and adequate management is not scheduled.

13.5 Recommendation

13.5.1 That a tree survey is carried out for all Shaftesbury Town Council owned trees and remedial works are instructed for the poplars at St James' Park

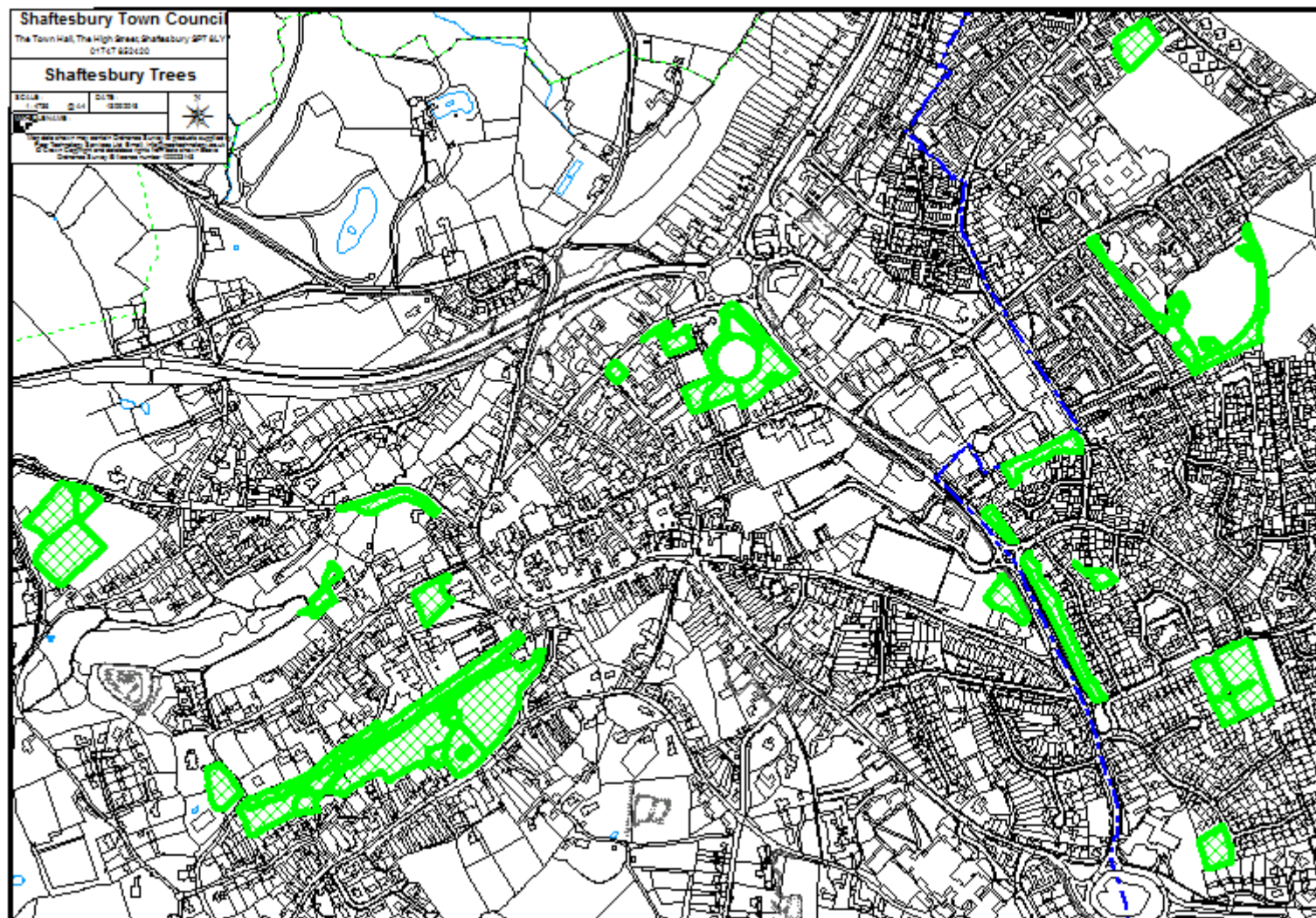
13.6 Detail – Tree Survey;

- 13.6.1 Supplier 1: £2650 plus £155 to tag all trees.** *“It is important that I add that although my business offers tree surgery services, I do not offer these services to my consultancy clients. This is for your benefit as it helps you trust that my recommendations are made independently and unbiased. Basically, I do not charge to make recommendations and then offer to undertake the work as well”*
- 13.6.2 Supplier 2: £1,980.** *“We have had a quick drive around to estimate the number of trees / time it will take to inspect the trees. Our price for undertaking these surveys in accordance with BS 5837:2012 is £1980 plus VAT. We estimate that it will take us about 18 days.”*
- 13.6.3 Supplier 3: £1,550.** *“Figure is based only on those trees requiring attention i.e. negative reporting”.*

(End)

Report Author:
Claire Commons, Town Clerk

Appendix H. Shaftesbury Town Council Trees



Report 0918ROSE14 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

14 Barton Hill Recreation Ground

To receive and note report

14.1 Summary

14.1.1 During the summer there had been repeated occurrences of footballs going into private properties at Barton Hill and people climbing fences into those gardens. To deter this, fencing has been erected and appears to have had the desired result.

14.1.2 There was a break-in at the grounds unit at Barton Hill on 6 September, there was nothing stolen. It appears this was part of a coordinated search for specific items.

14.1.3 Due to repeated acts of vandalism and antisocial behaviour at Barton Hill, it is recommended that consideration is given to 3 additional CCTV cameras, 2 at Barton Hill and 1 at Wincombe Recreation Ground.

14.1.4 Repairs to the Skate Park have been delayed and a further update will be provided at the meeting.

14.2 Financial Implication

14.2.1 There are no financial implications arising from this report

14.3 Legal Implication

14.3.1 There are no legal implications arising from this report.

14.4 Risk

14.4.1 There are no decisions required in this report presenting any risk to the Council.

14.5 Recommendation

14.5.1 That the report is received and noted

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Claire Commons, Town Clerk

Report 0918ROSE15 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

15 Castle Hill

To receive and note report for the monitoring of the Castle Hill management plan

15.1 Summary

- 15.1.1 The Town Council has a five year management plan for Castle Hill green, mound and slopes. The most recent monitoring of the report has been carried out.
- 15.1.2 Overall officers are happy with the management of most sections. Compartment 1 has not been cut as per their schedule and bracken not cut back and controlled in all areas. Countryside Rangers being contacted to discuss. Otherwise all areas maintained as per the schedule.
- 15.1.3 No issues were raised regarding Castle Hill mound, the top viewing area was cut short and maintained, additional cuts appear not to be required. Shaftesbury Open Spaces Group requested an additional 6 cuts per year, Countryside Rangers have quoted £375 per visit for additional cut. Officers recommendation is that the additional cuts are not required but will continue to monitor and bring back to the Committee if circumstances change.
- 15.1.4 One of the sleepers on the sleeper riveted path above the pond has given way (it had rotted through). It is necessary to replace around 60m of the sleeper edging as it is all on the way out. The affected part has been red and white taped. It is suggested that this is replaced with concrete boards and posts instead of timber. Further information regarding costs and implications will be reported at the meeting for decision.

15.2 Financial Implication

- 15.2.1 Costs for replacement boards are awaited.

15.3 Legal Implication

- 15.3.1 A local authority shall maintain and keep open spaces in a good and decent state (Open Spaces Act 1906 s .10, 1906).

15.4 Risk

- 15.4.1 There is a risk of safety concerns if the path is not made good.

15.5 Recommendation

- 15.5.1 That the report is received and noted and replacement boards resolved.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)
Report Author:
Claire Commons, Town Clerk

Report 0918ROSE17 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

16 Town Entrance Tree

To consider trees to mark the entrance to Shaftesbury on the A350

16.1 Summary

16.1.1 A request has been received from the Shaftesbury Open Spaces Group to site two trees on the A350 entrance to Shaftesbury.

16.1.2 The photo indicates the positions of the 2 small leaved lime trees the group would like to plant to mark the parish boundary on the A350 as you enter the town from the south.

16.1.3 The small leaved limes cost £36.00 each. Trees and the metal tree guards (as in photos of Rachel's oaks below) in the region of £120.00 each.



16.1.4 The land in question is the responsibility of the County Council Highways and managed under a service level agreement by Shaftesbury Town Council. Approval for the siting will need to be given by the County Council and consideration should be given by the town council on the impact to the verge cutting agreement.

16.2 Financial Implication

16.2.1 £300 may be funded from the balance of the Strategic Tree Works budget.

16.3 Legal Implication

16.3.1 Legal responsibility for the verges rests with the County Council.

16.4 Risk

16.4.1 Risk of carrying out works on the highways is mitigated by trained staff with Chapter 8 qualification.

16.5 Recommendation

16.5.1 A recommendation will be provided by the Head Groundsman.

STRATEGIC PLAN AREA: SHAFTESBURY DOMAIN, TIM COOK

(End)

Report Author:
Claire Commons, Town Clerk

Report 0918ROSE17 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

17 Relocating Gym Equipment

To consider relocation of gym equipment

17.1 Summary

17.1.1 Committee members have requested investigating the relocation of the gym equipment at Wincombe Recreation Ground that is within the fenced in play area.

17.1.2 To dismantle and make good the site will cost £1600

17.1.3 To reinstall the equipment into grass will cost £2150

17.1.4 Safety Surface at the new location could be grass mats £588 or bounce mulch at £1800

17.2 Financial Implication

17.2.1 Between £5,338 and £5,550. There is no budget line available for this works.

17.3 Legal Implication

17.3.1 A local authority shall maintain and keep open spaces in a good and decent state (Open Spaces Act 1906 s .10, 1906).

17.4 Risk

17.4.1 There are no risks identified within this report

17.5 Recommendation

17.5.1 That the gym equipment remains in its current location until it is identified as beyond repair.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Claire Commons, Town Clerk

Report 0918ROSE18 to a meeting of the Recreation, Open Spaces & Environment Committee
To be held at 7.00pm on Tuesday 18 September 2018 in the Council Chamber,
Shaftesbury Town Hall

18 Oktoberfest 2018

To receive an update on the Oktoberfest 2018 event

18.1 Summary

18.1.1 In June 2018 the 'Hire of Council Land' policy was adopted and in August 2018 charging structure was introduced for commercial activity/ events. Note – the charge for community and not for profit/ charity events is zero.

18.1.2 The organisers of Oktoberfest requested the hire of council land in April 2018 and the Business Manager has used this event as a trial to gather feedback on the process and policy.

18.1.3 The organisers secured a TENS (Temporary Event Notice) licence via NDDC and the approval was granted in August 2018 for an event for up to 499 people.

18.1.4 The charging structure has been developed in line with the expected number of people attending an event. The ticket sales have been capped to 499 in line with the TENS licence.

18.1.5 The charge for a medium size event on Council owned land in line with the policy is £500 per day. The Oktoberfest is being held for 3 days from 12th to 14th October 2018 therefore generating income of £1500

18.2 Financial Implication

18.2.1 This is aligned to the policy

CANCELLATION POLICY	AMOUNT PAYABLE
Six weeks prior to the event	10% of total fee
Five weeks prior to the event	20% of total fee
Less than five weeks	50% of total fee
Less than two weeks	100% of total fee

18.3 Legal Implication

18.3.1 There are no legal implications identified within this report

18.4 Risk

18.4.1 This is aligned to the policy – risk assessments and PLI evidence are required

18.5 Recommendations

18.5.1 That the report is received and noted.

STRATEGIC PLAN AREA: ASSET MANAGEMENT, ANDY PERKINS

(End)

Report Author:
Brie Logan, Business Manager