



Shaftesbury Town Council

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

To be held at **7.30pm** on Tuesday 16 October 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 and Environment Committee.
- 4 ST JAMES' PATH 5**
To receive update report on the path at St James' Park
- 5 VISITOR EXPERIENCE 6**
To receive report from the Visitor Experience Advisory Committee (VEAC) and consider purchase of new litter bins and appoint a new member to the advisory committee.
- 6 CASTLE HILL 12**
To consider remedial works at Castle Hill
- 7 SNOWDROPS 13**

To consider request from Shaftesbury Snowdrops for planting at Castle Hill

8 MEMORIAL BENCH 15

To consider location of a memorial bench for Park Walk

9 WINCOMBE RECREATION GROUND OUTDOOR GYM 17

To receive and note report on Outdoor Gym at Wincombe Recreation Ground

Bibliography

Highways Act, 1980 s43. [Online].

Litter Act, 1983 ss5-6. [Online].

Local Government Act, 1972 s.139. [Online].

Local Government Act, 1972 s144. [Online].

Open Spaces Act, 1906 s10. [Online].

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(End)

**Administration for a meeting of the Recreation, Open Spaces and
Environment Committee**
**To be held at 7.30pm on Tuesday 16 October 2018 in the Council Chamber,
Shaftesbury Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

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.

1.1 Apologies received to date

1.1.1 .

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 Background

2.2

2.3 Declarations of Interest or dispensations received to date

2.3.1 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 meeting of the Recreation, Open Spaces and 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.

3.1.2 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

**Report 1018ROSE4 to a meeting of the Recreation, Open Spaces and Environment
Committee
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Shaftesbury Town Hall**

4 St James' Path

To receive update report on the path at St James' Park

4.1 Summary

- 4.1.1 An independent Health and Safety visit has been carried out on the path at St James' Park. The agreed actions were:
- Install a hand rail to the full length of the path (alternating sides to allow access between the play areas)
 - Investigate with the contractor, the slip resistant properties of the surface and if not satisfied, do not reopen the path
 - Complete regular inspection and maintenance (cleaning of debris etc)
- 4.1.2 Furthermore, a long term aim to be considered by the council is to include sets of steps to reduce the gradient.
- 4.1.3 The Grounds Team are investigating putting in wooden posts and metal rails to complement the Jubilee Steps rails and match Gold Hill's railings as the most effective solution.

4.2 Financial Implication

- 4.2.1 Costs are being sought and will be reported to the Committee

4.3 Legal Implication

- 4.3.1 The Council may execute any work including maintenance or improvement on land it holds. (Local Government Act, 1972 s.139)
- 4.3.2 The Council shall hold and administer the open space to allow the enjoyment thereof by the public. (Open Spaces Act, 1906 s10)
- 4.3.3 The Council has the power to encourage tourism to the council's area or contribute to organisations encouraging tourism. (Local Government Act, 1972 s144)

4.4 Benefits and Pitfalls

- 4.4.1 There is a benefit to the public access across the path as public take the desire line to reach Jubilee Steps.
- 4.4.2 There is a safety risk if remedial measures are not put in place.

4.5 Recommendation

- 4.5.1 That the immediate remedial works are approved.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)
Report Author:
Claire Commons, Town Clerk

**Report 1018ROSE5 to a meeting of the Recreation, Open Spaces and Environment
Committee**
**To be held at 7.30pm on Tuesday 16 October 2018 in the Council Chamber,
Shaftesbury Town Hall**

5 Visitor Experience

To receive report from the Visitor Experience Advisory Committee (VEAC) and consider purchase of new litter bins and appoint a new member to the advisory committee.

5.1 Summary

- 5.1.1 The VEAC completed a visitor experience survey over the summer period and the results were provided in the Councillors weekly digest dated 12th October 2018, a condensed version is appended to this report. Data from this survey will support decisions taken by the Council and its committees.
- 5.1.2 The VEAC has recommended that Anna McDowell be appointed to its membership. This decision is to be made by the ROSE Committee as part of the Terms of Reference for the Advisory Committee.
- 5.1.3 At its meeting on 21st September 2018 the VEAC recommended that ROSE resolve to replace strategic litter bins with bespoke cast iron bins in key areas in the town. Those key areas being 3 on Park Walk, 1 in the ROSE Gardens, 3 at Castle Hill, 1 at Wincombe Recreation Ground and 1 on Salisbury Street Green.



- 5.1.4 Existing bins from these locations will be stored and used in other locations as required.
- 5.1.5 The VEAC have prepared an action plan which is appended to this report. The ROSE Committee is asked to adopt this.

5.2 Financial Implication

- 5.2.1 10 bins at a cost of £7,000

5.3 Legal Authority

- 5.3.1 An authority may provide and maintain in any street or public place receptacles for refuse or litter (Litter Act, 1983 ss5-6).

5.4 Benefits and Pitfalls

- 5.4.1 There is a risk of vandalism to the plastic bins, mitigated by installing the cast iron bins.
- 5.4.2 There is a benefit to the visual aspect of the town in well kept and coordinated street furniture.

5.5 Recommendation

- 5.5.1 That the Committee recommends to Full Council expenditure of £7,000 from Street Furniture budget for the purchase of 10 cast iron branded litter bins, 3 on Park Walk, 1 in

the Rose Gardens, 3 at Castle Hill, 1 at Wincombe Recreation Ground and 1 on Salisbury Street Green. (*Financial Implications £7,000, Budgetary Provision Street Furniture Earmarked Reserves*)

5.5.2 That the Committee appoints Anna McDowell to the Visitor Experience Advisory Committee

5.5.3 That the Committee adopts the VEAC Action Plan as appended.

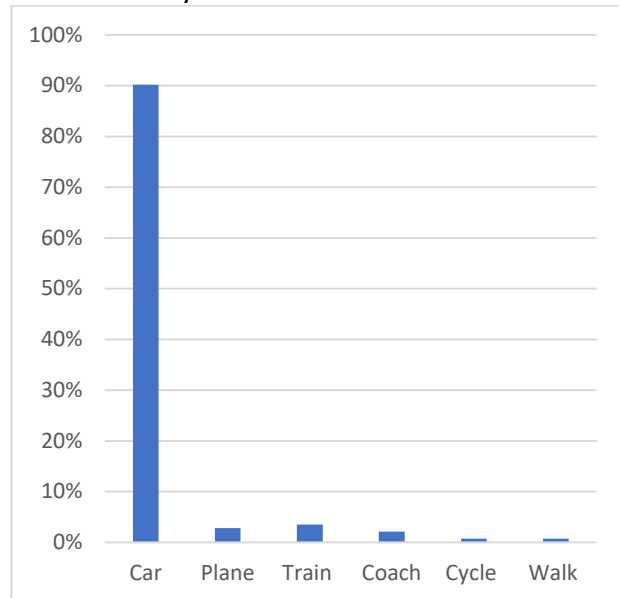
STRATEGIC PLAN AREA: WELCOME OUR VISITORS, GEORGE HALL

(End)

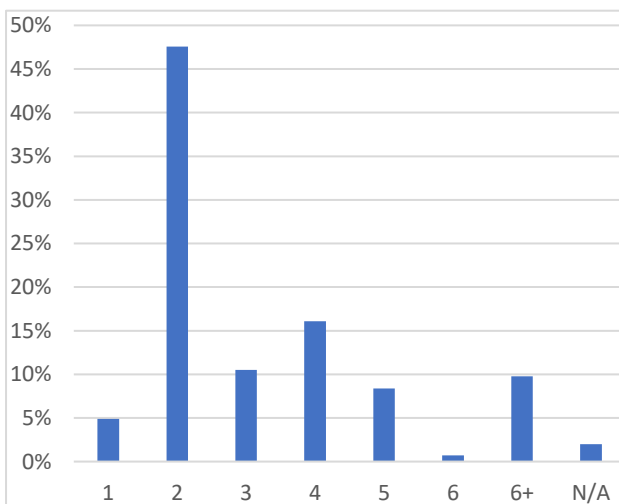
Report Author:
Brie Logan, Business Manager

Appendix A. Visitor Survey Results.

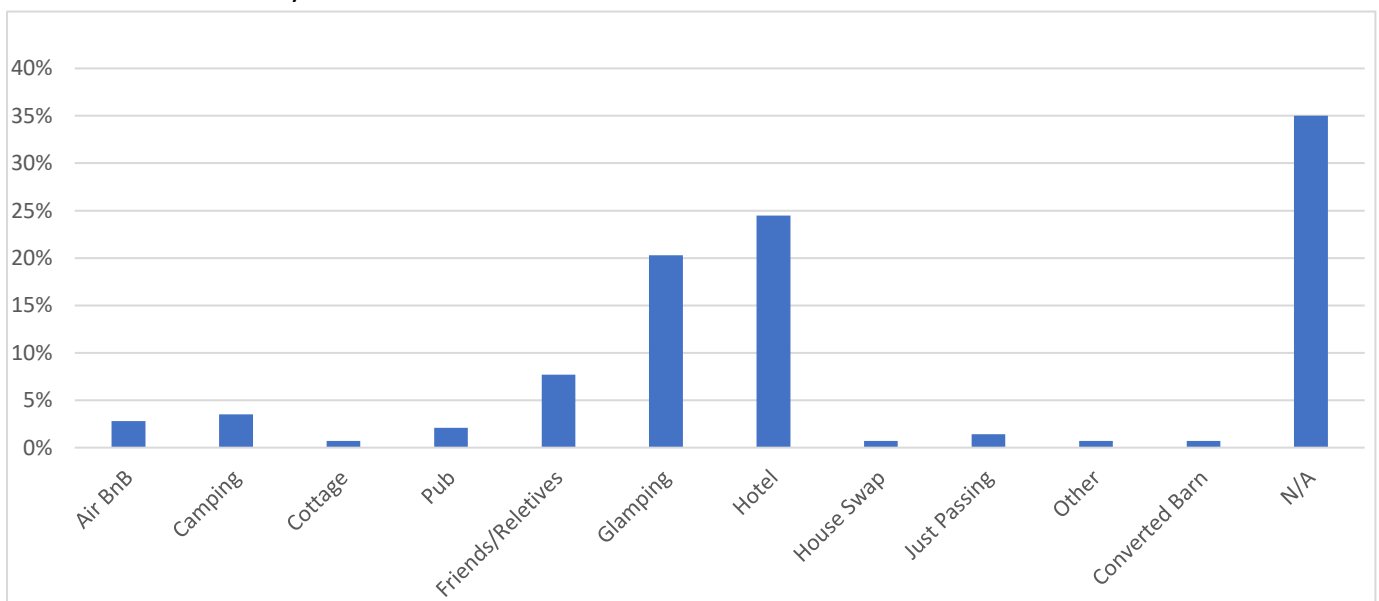
Q1: How did you travel here?



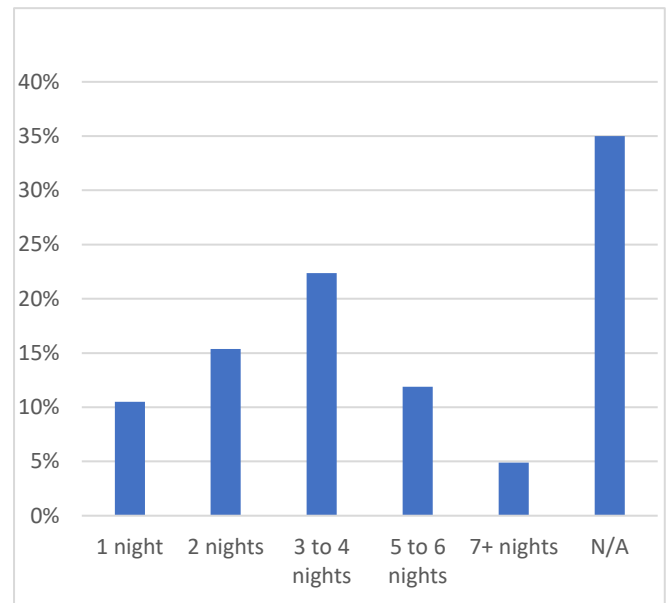
Q2: How many people are in your party?



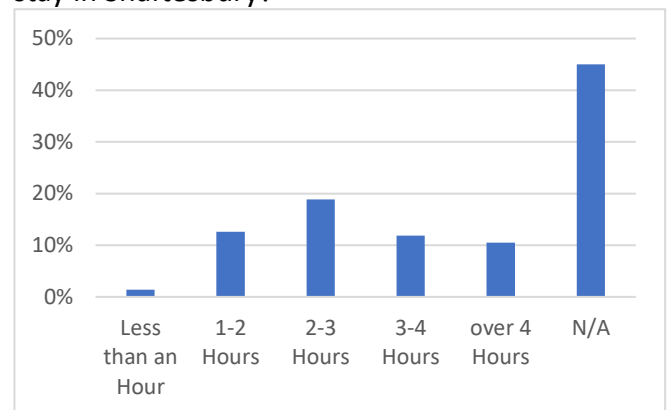
Q3: If staying in Shaftesbury or nearby, what type accommodation are you in?



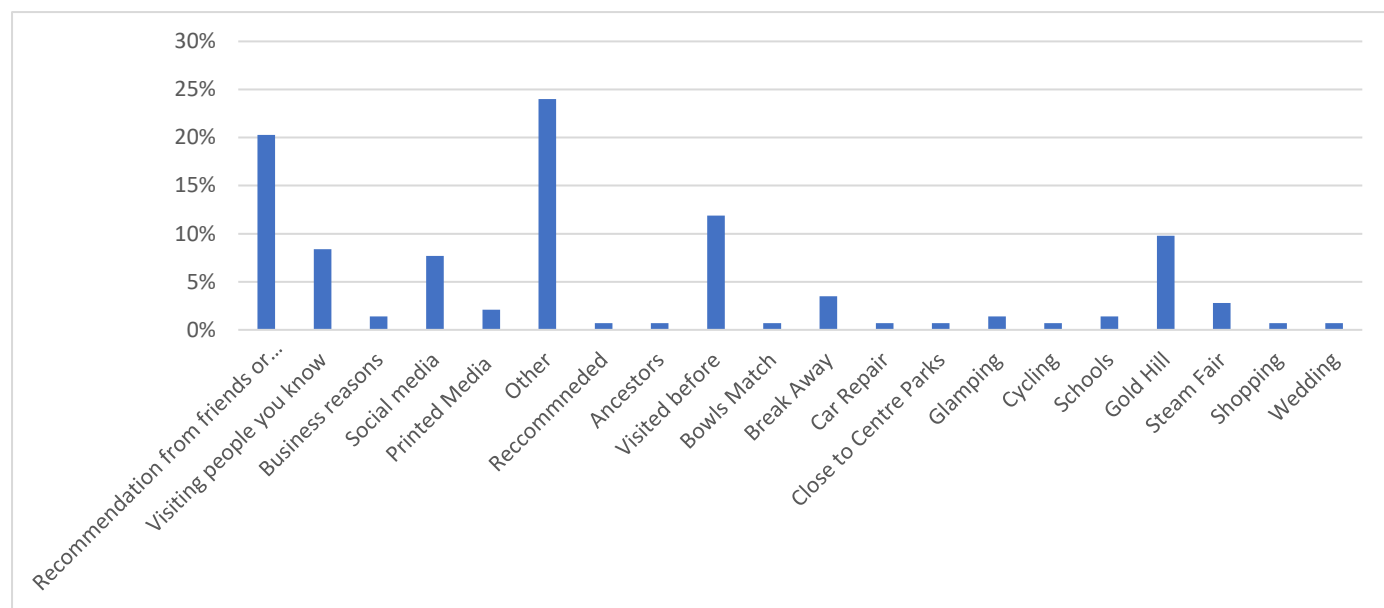
Q4: How many nights are you staying for?



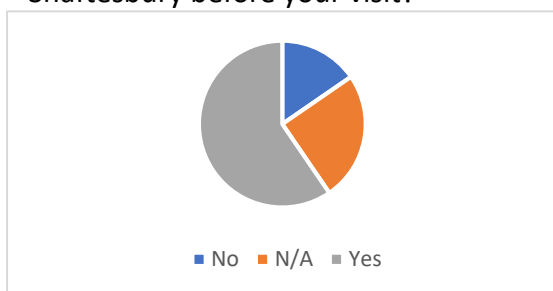
Q5: If you are here for one day, how long did you stay in Shaftesbury?



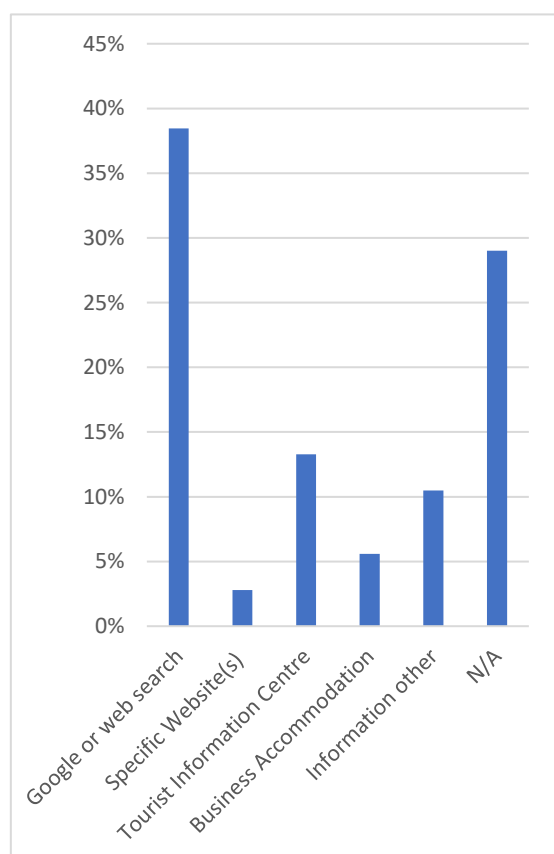
Q6: What inspired you to visit?



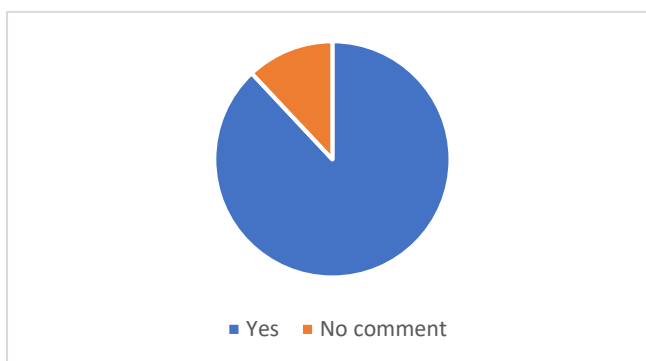
Q7: Did you have enough information about Shaftesbury before your visit?



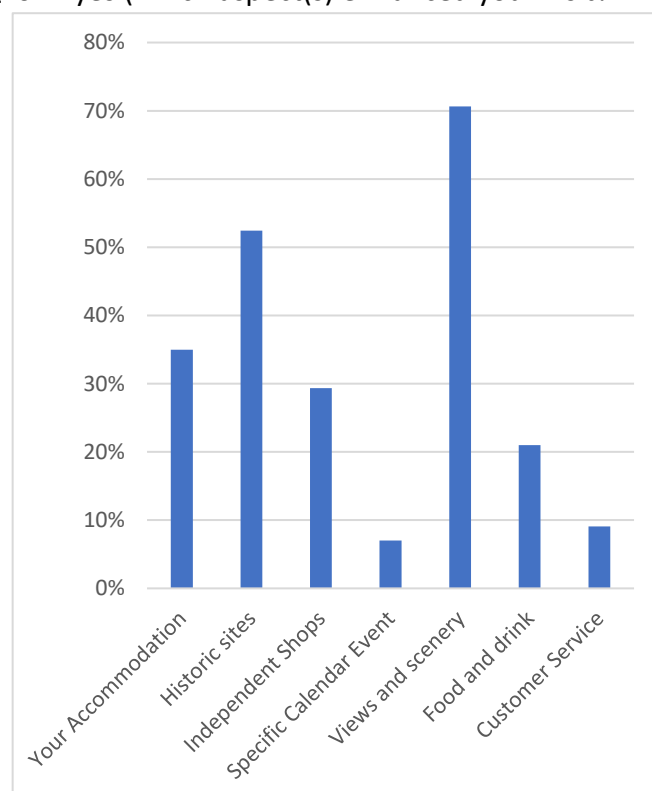
Q8: If yes or no where did you seek out that information?



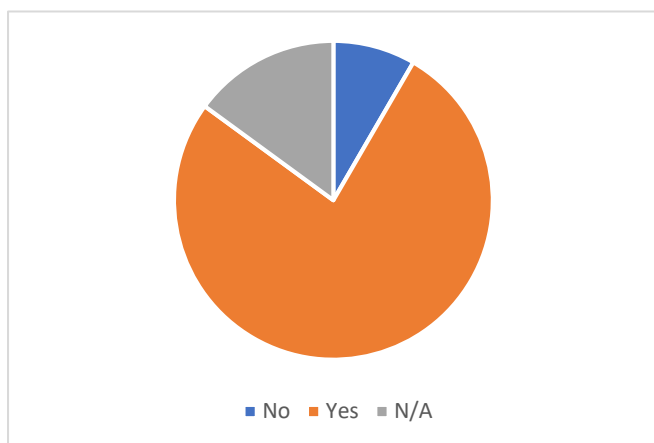
Q9: Did you enjoy your Shaftesbury visit?



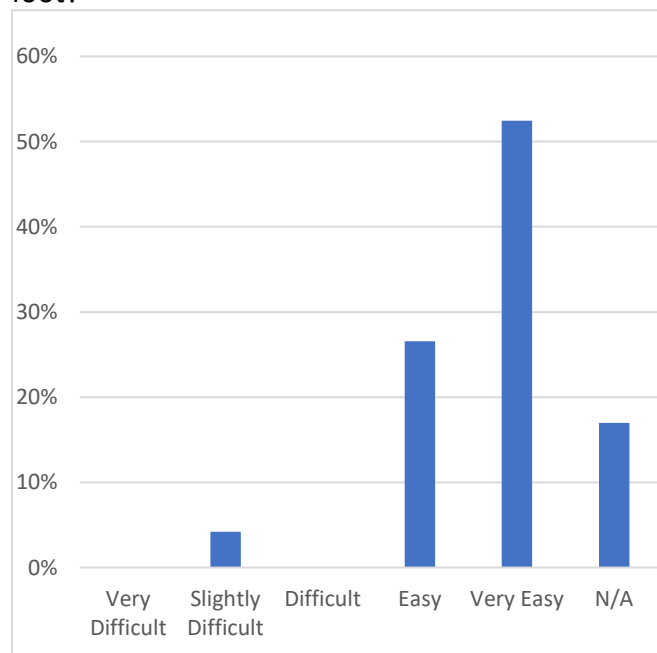
Q10: If yes (which aspect(s) enhanced your visit?)



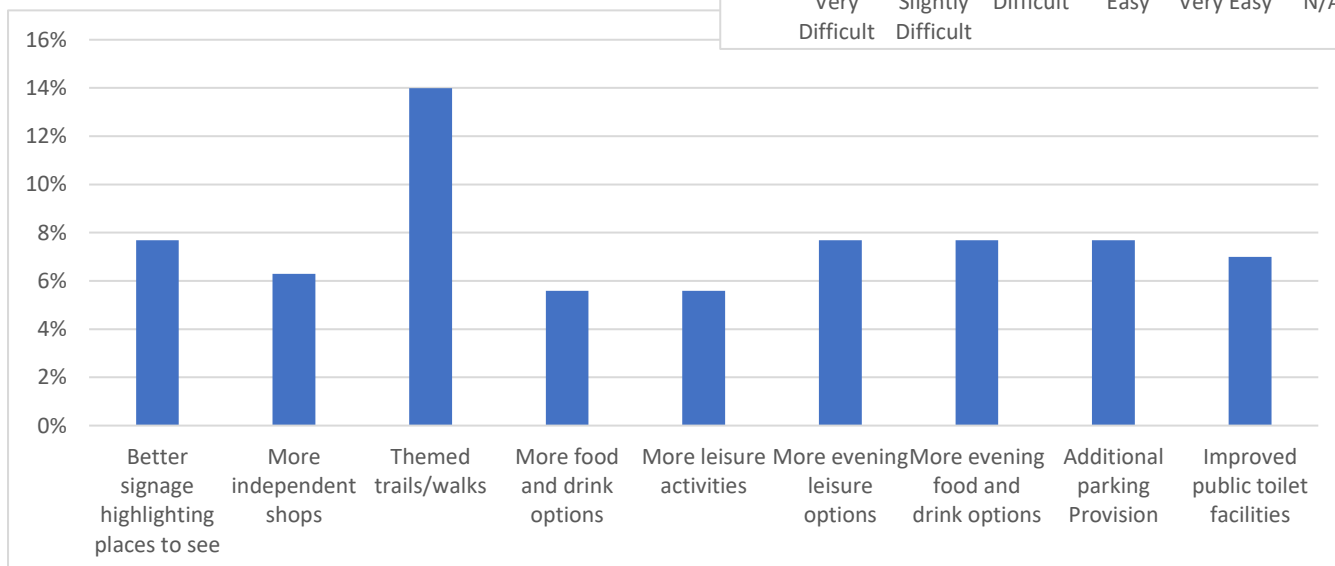
Q11: If you have visited and you do not have family or personal connections here, would you return?



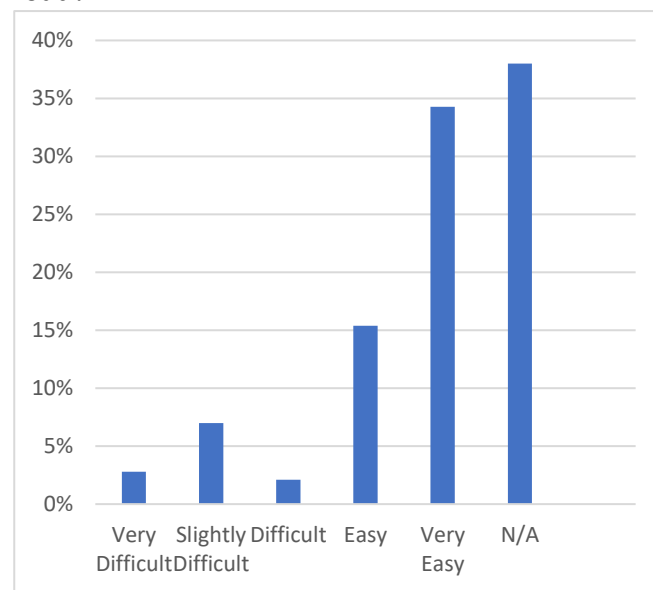
Q12 How did you find your way around town by foot?



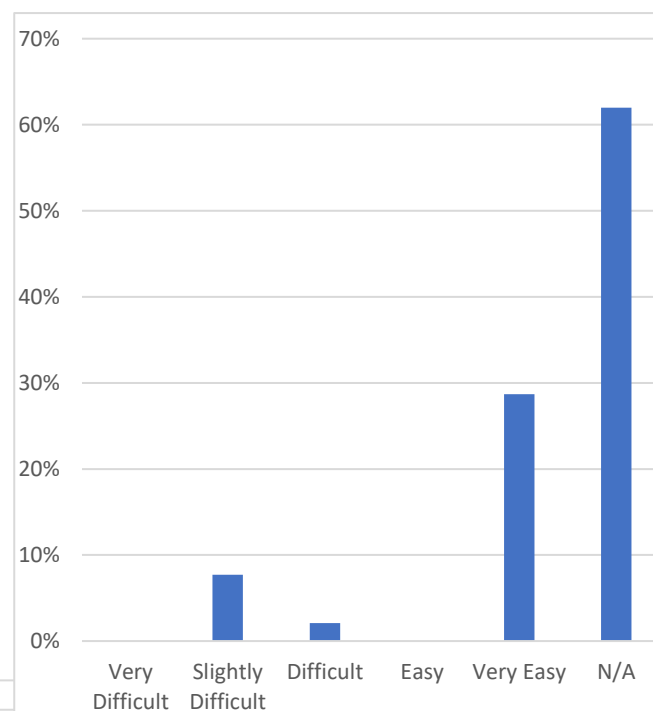
Q15 What would have encouraged you to stay in town longer?



Q13 How did you find your way around town by road?



Q14 How easy was it to find a parking space?



Appendix B. VEAC ACTION PLAN

Short term priorities (up to 6 months)	Medium term priorities (6 – 12 months)	Long term priorities (12 months plus)
Visitor experience survey to base decisions on enhancing the Visitor experience	Encourage Moto Guzzi group to return to Shaftesbury as an attractive destination to experience. Feedback reflects excellent uplift in trade for the weekend of these well respected individuals. Dispel the challenges of the past where the group were made to feel unwelcome.	Work with SNPAC Green infrastructure workstream to look at long terms opportunities to grown the cycle and footpath network. This has already been identified as an emerging NP policy.
Review opportunity to swop out the plastic bins in key strategic positions in line with history and heritage aspect of the Neighbourhood Plan and VE.	Work with the 'walking for health group' to enhance the footpaths via constructive feedback to DCC Highways. Process now set up and in place.	Investigate the cost for renovating the spring at the bottom of Tout Hill and this will enhance the Byzant festival and provide visitors with another experience.
Complete a signage survey. Understand ownership, considerations for relocation, replacement or remove. Signs in the town centre were all cleaned in June 2018 by the Grounds Team. Include the need to improve the shared space signage.	Continue to build the links with the AONB team and see how Shaftesbury can feature in the app that is currently being developed.	Look at potential of Shaftesbury status within the AONB and explore options of widening the scope
Complete a PIR for Oktoberfest. Understand what worked and considerations for improvement. Update the Hire of Council land policy where appropriate based on learnings.	Link in with the SNPAC with regard to car parking and the pending parking study. Use the planning process to enhance the parkin goffer in the cattle market site.	Include the tree survey and subsequent recommendations - understand the scope of the Grounds team (exercise underway) to manage the views and guard against climate change
Influence the cycling tour of GB to visit Shaftesbury as a 'Hovis' tour for Male and female participants. The tour takes place in 2020. Link up with Rupert and James to raise the profile of cycling across Shaftesbury and North Dorset.	Introduce town branding so that the messages interconnect and Shaftesbury is known as the iconic brand of North Dorset.	Work towards Shaftesbury becoming a plastic free town and the associated environmental benefits this approach will bring.
Undertake a renovation of the public WC's in Bell Street. Improve the visitor and resident experience and bring the service up to an acceptable standard.	Introduce a community noticeboard that highlights 'what's on in Shaftesbury'	Research funding for introducing a brass footpath trail for visitors to navigate to the their journey to the key point of interest
	Review the Lynton designs for heritage lanterns and cost to benefit analysis whilst managing the conservation benefits including protecting dark skies and minimising light pollution.	

**Report 1018ROSE6 to a meeting of the Recreation, Open Spaces and Environment
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6 Castle Hill

To consider remedial works at Castle Hill

6.1 Summary

- 6.1.1 At its last meeting, the ROSE Committee was made aware of repairs needed at the foot of Castle Hill.
- 6.1.2 Dorset Countryside Rangers will be attending the meeting to talk about the options available for repair and the likely cost implications.

6.2 Financial Implication

- 6.2.1 To be advised.

6.3 Legal Authority

- 6.3.1 A local council may repair and maintain bridleways and footpaths in its area but this does not relieve any other authority or person whose duty it may be to repair them. (Highways Act, 1980 s43)

6.4 Benefits and Pitfalls

- 6.4.1 Failure to make good repairs will present a risk to public safety

6.5 Recommendation

- 6.5.1 That work is commissioned to repair the path at the foot of Castle Hill

STRATEGIC PLAN AREA: *Choose an item.*

(End)

Report Author:
Claire Commons, Town Clerk

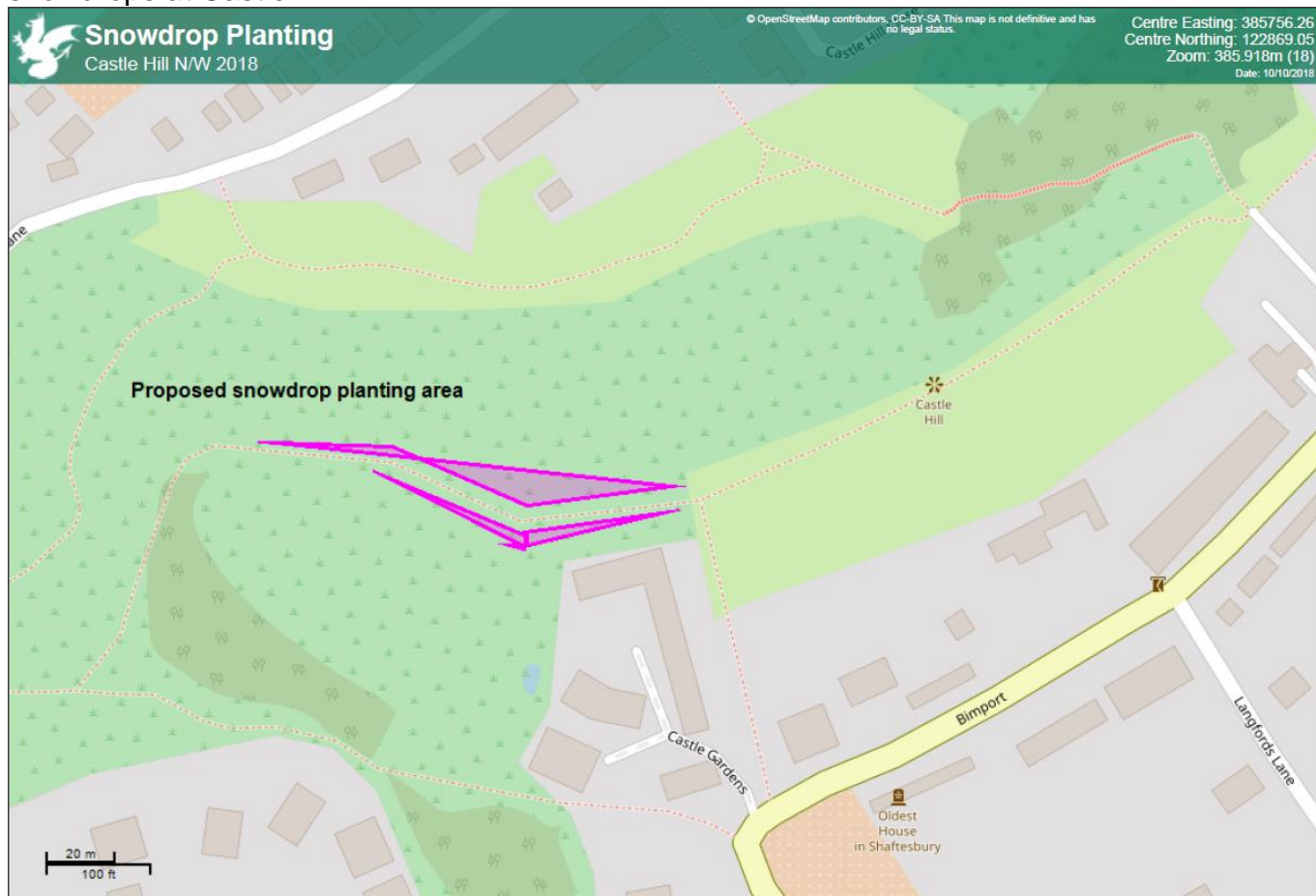
Report 1018ROSE7 to a meeting of the Recreation, Open Spaces and Environment Committee
To be held at 7.30pm on Tuesday 16 October 2018 in the Council Chamber, Shaftesbury Town Hall

7 Snowdrops

To consider request from Shaftesbury Snowdrops for planting at Castle Hill

7.1 Summary

7.1.1 Shaftesbury Snowdrops have contacted the Town Council for permission to plant snowdrops at Castle Hill



7.1.2 Shaftesbury Snowdrops write;

This will continue to extend the snowdrop walks – a long process but Shaftesbury's growing winter reputation will benefit from this.

The snowdrop variety is G.Nivalis – the common single snowdrop. These, once planted should come back year on year multiplying as time passes. The basic rule for maintenance and to ensure they thrive is not to cut their green leaves in April, May and June but to allow them to die back naturally.

7.2 Financial Implication

7.2.1 There are no financial implications arising from this report.

7.3 Legal Implication

- 7.3.1 The Council may execute any work including maintenance or improvement on land it holds. (Local Government Act, 1972 s.139)
- 7.3.2 The Council shall hold and administer the open space to allow the enjoyment thereof by the public. (Open Spaces Act, 1906 s10)
- 7.3.3 The Council has the power to encourage tourism to the council's area or contribute to organisations encouraging tourism. (Local Government Act, 1972 s144)

7.4 Benefits and Pitfalls

- 7.4.1 There is a benefit to increased tourism as the reputation of Shaftesbury Snowdrops increases on an international scale.
- 7.4.2 There is a risk of management of the areas while cutting is not possible during April, May and June.

7.5 Recommendation

- 7.5.1 That the Committee grants approval for the planting of snowdrops at Castle Hill as per the plan provided.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Claire Commons, Town Clerk

**Report 1018ROSE8 to a meeting of the Recreation, Open Spaces and Environment
Committee
To be held at 7.30pm on Tuesday 16 October 2018 in the Council Chamber,
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8 Memorial Bench

To consider location of a memorial bench for Park Walk

8.1 Summary

- 8.1.1 Siting of Memorial Benches falls within the delegated authority provided to officers of the Town Council in accordance with the bench policy.
- 8.1.2 The Council has received a request to site a bench of a different design on Park Walk and as such falls outside the policy's remit.
- 8.1.3 The Head Groundsman has identified that it may be suitable to be located on the lower path at Park Walk so that it isn't directly 'competing' with the design of the wooden benches at the top.
- 8.1.4 A full copy of the request has been provided to members on the weekly digest dated 12th October 2018.



8.2 Financial Implication

- 8.2.1 There is no expenditure associated with this report.
- 8.2.2 There are installation costs and maintenance costs associated with this request which is offset by the provision of a bench at no cost to the Council.

8.3 Legal Implication

- 8.3.1 The Council may execute any work including maintenance or improvement on land it holds. (Local Government Act, 1972 s.139)
- 8.3.2 The Council shall hold and administer the open space to allow the enjoyment thereof by the public. (Open Spaces Act, 1906 s10)

8.4 **Benefits and Pitfalls**

- 8.4.1 There is a benefit of a unique piece of street furniture being provided at no cost to the Council
- 8.4.2 The quality and durability of the bench is unknown, this will need to be taken into consideration in the Council's maintenance regime.

8.5 **Recommendation**

- 8.5.1 That the Council approves the request for the bench and delegates to the Head Groundsman in consultation with the Chairman of the Committee to identify the precise location.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Claire Commons, Town Clerk

**Report 1018ROSE9 to a meeting of the Recreation, Open Spaces and Environment
Committee
To be held at 7.30pm on Tuesday 16 October 2018 in the Council Chamber,
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9 Wincombe Recreation Ground Outdoor Gym

To receive and note report on Outdoor Gym at Wincombe Recreation Ground

9.1 Summary

- 9.1.1 The maintenance visit was carried out by the manufacturer on the gym equipment at Wincombe Recreation Ground.
- 9.1.2 Repairs were carried out within the scope of that agreement and additional works identified.
- 9.1.3 The report and quotation for additional works have been provided in the Councillors weekly digest of 12th October 2018.
- 9.1.4 The Head Groundsman is investigating alternatives for the repair and ongoing maintenance of this equipment.

9.2 Financial Implication

- 9.2.1 Up to £2016 from the Repairs and Maintenance budget. Alternatives at a lesser cost are being sought. This is within the officer delegated authority for spend.

9.3 Legal Implication

- 9.3.1 The Council may execute any work including maintenance or improvement on land it holds. (Local Government Act, 1972 s.139)
- 9.3.2 The Council shall hold and administer the open space to allow the enjoyment thereof by the public. (Open Spaces Act, 1906 s10)

9.4 Benefits and Pitfalls

- 9.4.1 There is a health benefit to residents and visitors from providing free to use gym equipment at two of the town's recreation grounds.
- 9.4.2 There is a risk of safety if the equipment is not properly maintained.

9.5 Recommendation

- 9.5.1 That Officers continue to investigate alternatives for repair and maintenance and carry out the required works within delegated authority.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Claire Commons, Town Clerk