



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 (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 for the transaction of the business shown on the agenda below.

To be held at 7.30pm on Tuesday 19 June 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

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To receive and consider for acceptance, apologies for absence
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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**
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(End)

**Administration for a meeting of the Recreation, Open Spaces &
Environment**
**To be held at 7.30pm on Tuesday 19 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

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 .

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.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

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.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

3.1 Minutes to be adopted

3.1.1 15th May 2018

4 DAPTC Annual Meeting motions

To consider any motions for submission to the Dorset Association of Parish and Town Councils AGM

4.1 Summary

- 4.1.1 The Council has an opportunity to put forward matters for lobbying central government. Matters which are considered by the committee will be put forward to a meeting of the Council on 3rd July, those that are approved will be submitted to DAPTC.
- 4.1.2 The DAPTC AGM will debate the motions and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to NALC which will then be able to lobby central government.
- 4.1.3 Information and timetable provided by the DAPTC is provided at Appendix A
- 4.1.4 Completed forms (Appendix B) with proposals for a resolution at the AGM should be sent to the DAPTC office by 6 August 2018. Any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution.

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 is a risk that the Council is unable to influence change if it does not follow the process set out below.

4.5 Recommendation

- 4.5.1 To recommend that Full Council considers this committee's proposals to the DAPTC AGM.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk



29 May 2018

Dorset Association of Parish & Town Councils

Colliton Annexe, Colliton Park, Dorchester, Dorset DT1 1XJ

Tel/Fax 01305 260972 # Email daptc@dorsetcc.gov.uk # Web Site: www.dorset-aptc.gov.uk

EXTRAORDINARY CHIEF EXECUTIVE'S CIRCULAR

ANNUAL GENERAL MEETING 2018 – INFORMATION & TIMETABLE

The AGM this year will be on **Saturday 10 November 2018** and will be a morning event followed by lunch. Agenda and reports will be sent out by Friday 12 October 2018 at the latest. Please note that the Annual Report and /or Accounts may be sent out earlier.

Again as last year, it is intended to have a short business meeting (including any motions for resolution) followed by coffee and then speakers on topical issues.

Proposals and resolutions *NEW TIMETABLE*****

Please note the procedure for proposals to the AGM which complies with NALC's current guidance.

Submission of proposals – deadline 6 August 2018 – New forms

Completed forms with proposals for a resolution at the AGM should be sent to the DAPTC office by 6 August 2018. The form is attached with this circular. The questions follow the format set by NALC. Following this format will increase the chances of a proposal being accepted by NALC.

You are reminded that any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution.

Please also consider if the issue would be more suitable to being discussed at your DAPTC area meeting and if necessary, brought to the Executive Committee's attention through that process.

Executive Committee consider submitted proposals – 22 September 2018

Any proposed motions are considered by the Executive Committee for submission to the AGM.

As usual, the Executive Committee will agree motions to be put to the AGM which will be circulated to all councils, for discussion at a council meeting and to agree a voting mandate for their representative, prior to the AGM.

Please note that representatives at the AGM may be required to make a decision after an informed debate and possible amendment. DAPTC will recognise the final decision.

The DAPTC constitution states: "Every member council will be entitled to two representatives, but only one vote on any particular motion."

AGM - 10 November 2018

The AGM will debate the motions, and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to NALC.

The Chief Executive asks NALC for its decisions on submitted motions and informs all members and the Executive Committee of the outcomes.

OTHER MATTERS

Notice of any motion for alteration, amendment or addition to the constitution

Notice of any motion for alteration, amendment or addition to the constitution (other than notice given pursuant to a resolution of the Executive Committee) must be received by the Chief Executive in writing by **13 October 2018**.

Copies of all notices received will be circulated at least 21 days before the AGM (by 21 October at latest).

Catering preparation

Numbers of representatives attending the AGM will be needed by **27 October** please.

Hopefully the timetable for submission of proposals will make it easier for councils that meet every two months.

Many thanks
Hilary Trevorah

29 May 2018

Appendix B. FORM FOR PROPOSALS FOR DAPTC AGM

To be submitted by 6 August 2018

NAME OF COUNCIL

Please note that NALC requests this information and careful completion of the form will increase the chances of a proposal being accepted by NALC

<p>1. Please give the motion your Council would like considered at the DAPTC AGM</p>
<p>2. Please give the reason (as thoroughly as possible) why your Council is submitting this motion.</p>
<p>3. Please state how this issue is affecting parish and town councils in Dorset (with case study evidence please) and try not to duplicate answers from previous questions please.</p>
<p>4. If you have information on how this issue is affecting parish and town councils nationally and why this is a national issue please give this and try not to duplicate answers from earlier questions please.</p>
<p>5. If relevant, please tell us exactly what aspect of national parish policy your Council would like NALC to lobby Government on (with case study evidence please).</p>

6. If you have the information, please tell us exactly which part of primary or secondary legislation (or secondary regulation/statutory instrument) your Council would like to be changed as a result of NALC/local lobbying.
7. If relevant, please state what other action your Council would like NALC and its Policy Committee to take if this motion is adopted.
8. If you have the information, please confirm the names of any other organisation or local council that formally support your Council's motion.

If you have any supporting documents to be jointly considered with your Council's motion – please e-mail them with this form to DAPTC.

DAPTC/AGM/Motions/Proposal form

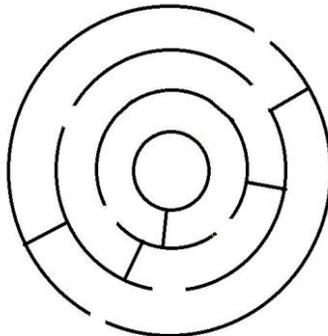
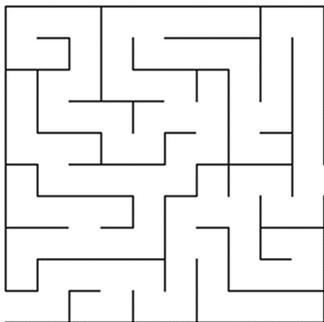
Report 0618ROSEError! Reference source not found. **to a meeting of the Recreation, Open Spaces & Environment**
To be held at 7.30pm on Tuesday 19 June 2018 in the Council Chamber, Shaftesbury Town Hall

5 Grass Art

To provide input to design and suitable areas for 'Grass Art'

5.1 Summary

- 5.1.1 ROSE agreed to the purchase of a lawn mower to create Grass Art at its meeting held on the 27th November 2017 R48a.
- 5.1.2 The groundsmen have identified the following play areas as suitable locations St James, Wincombe and Cockrams.
- 5.1.3 Designs being considered for trial are a simple maze, which would add additional play value to the areas.
- 5.1.4 The Committee is invited to provide input into the design and locations prior to the inaugural grass art 'installation'.



5.2 Financial and Legal Implications

- 5.2.1 Financial implication of staff time depending on complexity of design. No legal implications.

5.3 Risk

- 5.3.1 Sites have been assessed for suitability and risk assessments will be carried out prior to installation.

5.4 Recommendation

- 5.4.1 That the committee provides any thoughts or input into the design and location of grass art.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)
Report Author:
Tracy Moxham, Finance and Services Officer

**Report 0618ROSE6 to a meeting of the Recreation, Open Spaces & Environment
To be held at 7.30pm on Tuesday 19 June 2018 in the Council Chamber, Shaftesbury
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6 Caloo Outdoor Gym Equipment

To consider quotation to carry out a routine maintenance and inspection of outdoor gym equipment located in Wincombe Rec.

6.1 Summary

- 6.1.1 Four years ago ,11 pieces of Caloo outdoor gym equipment was installed at Wincombe Recreation Ground.
- 6.1.2 Quotes were sourced for replacement bearings on two pieces of apparatus of which the Council was advised could only be supplied as a complete unit at a cost of £395 each (as reported at the last ROSE meeting.)
- 6.1.3 The Council has re-contacted supplier as requested by ROSE, who have now offered a routine maintenance and inspection on all their equipment which includes inspection and 4 hours labour to include replacing grips, bearings, fixings and paint;

Site name/Project reference: Operational Inspection and Maintenance

Operational Inspection and Maintenance						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	RPIIMI	Each	Single RPII Qualified Operational Inspection and Maintenance Engineer site visit to undertake operational inspection and maintenance of Caloo / Monster Play @ Caloo equipment. Includes travel cost and labour charge to inspect installed units for operational performance and up to 4 man hours of preventative maintenance / minor repairs that do not require disassembly of equipment. Includes replacing grips / bearings / tightening fixings and paint repairs as required and possible within time allowed. Please note - Engineer will attend to most urgent repairs first and any works outstanding at the end of the time allowed will be included in the written report which is submitted post inspection and that an exact colour match for paint repairs cannot be guaranteed. A quotation will be prepared for the completion of any outstanding works for client approval prior to further works being undertaken.	£395.00		£395.00

6.2 Financial and Legal Implications

- 6.2.1 £395 from the playground repairs and maintenance budget
- 6.2.2 The Council has a duty to correctly maintain its equipment.

6.3 Risk

- 6.3.1 There is a risk of injury if equipment is not properly maintained. Risk can be mitigated by removing faulty equipment if repairs are not able to be carried out.

6.4 Recommendation

- 6.4.1 That the inspection and repairs are carried out

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Tracy Moxham, Finance and Services Officer

**Report 0618ROSE7 to a meeting of the Recreation, Open Spaces & Environment
To be held at 7.30pm on Tuesday 19 June 2018 in the Council Chamber, Shaftesbury
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7 Enmore Green Play Area

To determine next steps for Enmore Green Play Area

7.1 Summary

7.1.1 Enmore Green Play area is a small play area approximately 320m² highlighted in pink on the location map below;



8.1.2 The multi play unit as shown in the above photograph been removed due damage and rusting making it unsafe as reported at the last ROSE meeting. Phone calls have been received from local residents asking when is the slide returning, as it is being missed.

8.1.3 Options

- 1) Replace with a similar piece of equipment from one of three quotations presented at the last ROSE meeting.
- 2) Replace with a similar piece of equipment obtaining three quotations from different suppliers.
- 3) Employ the services of a play area designer to come up with alternatives.
- 4) Consult with local residents to gain their views.

7.2 Financial Implication

- 7.2.1 The Council has provided a budget Line for Play area design with £5,000.
- 7.2.1 The Committee may spend up to £5,000 within budget or make a recommendation to Council for expenditure over the agreed budget or to come from General Reserves

7.3 Legal Implication

- 7.3.1 The Council has a duty of care to maintain its open spaces (Act 1906 s10).

7.4 Risk

7.4.1

7.5 Recommendation

- 7.5.1 That replacement play is provided in the play area and residents are consulted on the detail of future provision in that area.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Tracy Moxham, Finance and Services Officer

Report 0618ROSEError! Reference source not found. **to a meeting of the Recreation, Open Spaces & Environment**
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8 Officer Report

To receive updates and correspondence relating to the work of the committee.

8.1 Summary

- 8.1.1 Jubilee PIR
- 8.1.2 Railings
- 8.1.3 Mapitts
- 8.1.4 Gold Hill improvements

8.2 Swimming Pool

- 8.2.1 The Swimming pool opened on Saturday 26th May and has been very supported. The turnover up until the 10th June against the same period last year is up over £1000.
- 8.2.2 Leaflets were distributed to all local schools, adverts placed in the Gillingham & Shaftesbury News and The Fringe\Gold Hill Programme. The pool has a very active Facebook page, and this is boosted by the occasional Facebook advert, which appears to be well received and has proven to increase pool users. Banners have been put on the Boarding House fence in Barton Hill , Tesco and on the Town Hall. An A board is also on display at Tesco.
- 8.2.3 New signage for the pool entrances are now in place.
- 8.2.4 The inflatable sessions are proving to be very popular, and regular bookings from a local sub aqua club and naked swimming sessions are helping to increase the turnover. Sales of loyalty cards have also increased.

8.3 Jubilee Path

- 8.3.1 A post implementation review is being carried out by Shaftesbury Open Spaces representatives and Councillors Kirton and Taylor. The Head Groundsman has also carried out a review and his report will follow.

8.4 Gold Hill Railings

- 8.4.1 A verbal report will be provided on this item.

8.5 Mampitts Square

- 8.5.1 An update has been requested of the developer and a report will follow.

8.6 Recommendation

- 8.6.1 That the report is received and noted

STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT, PHIL PROCTOR

(End)

Report Author:
Claire Commons, Town Clerk