



# Shaftesbury Town Council

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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's Recreation, Open Spaces and Environment Committee (ROSE), Councillors Cook Hall Jackson Kirton 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 15 May 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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|----------|--|----------|
| <b>1</b> | <b>APOLOGIES</b> .....   | <b>3</b> |
|          | To receive and consider for acceptance, apologies for absence  |          |
| <b>2</b> | <b>DECLARATIONS OF INTEREST</b> .....  | <b>3</b> |
|          | 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. |          |
| <b>3</b> | <b>MINUTES</b> .....   | <b>3</b> |
|          | To confirm as a correct record, the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee.  |          |
| <b>4</b> | <b>FOREST SCHOOL</b> .....   | <b>4</b> |
|          | To receive proposal from a local childminder and the Shaftesbury Open Spaces Group for an area to be used as a Forest School   |          |
| <b>5</b> | <b>OPEN SPACES MEETING OUTCOMES</b> .....  | <b>6</b> |
|          | To receive requests arising from the Shaftesbury Open Spaces Group meeting   |          |
| <b>6</b> | <b>PLANTING SCHEME FOR THE TOWN</b> .....  | <b>7</b> |

To consider planting schemes for the town in consultation with the various volunteer groups including but not limited to; Shaftesbury in Bloom, Shaftesbury Open Spaces Group, Shaftesbury Snowdrops

<b>7</b>	<b>PLAY INSPECTION REPORT .....</b>	<b>8</b>
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	To consider schedule of sign cleaning to be carried out in Shaftesbury	
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	To consider any actions arising from the Post Implementation Review of Jubilee Path	
<b>14</b>	<b>INVASIVE NON-NATIVE PLANTS .....</b>	<b>19</b>
	To consider methods of controlling invasive plants in Shaftesbury	
<b>15</b>	<b>REPORTS .....</b>	<b>20</b>
	To receive reports relating to the work of the Committee not requiring decisions, areas for reporting are: Breach Common, Jubilee Railings, Handrail – Approach to Gold Hill	

(End)

**Administration for a meeting of the Recreation, Open Spaces and  
Environment Committee**  
**To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**1 Apologies**

To receive and consider for acceptance, apologies for absence

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT*

*LEAD COUNCILLOR: CLLR JACKSON*

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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 Councillor Cook due to a personal engagement

1.1.2 Councillor Proctor due to a personal engagement.

1.1.3 Councillor Hall due to work commitments.

**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.

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT*

*LEAD COUNCILLOR: CLLR JACKSON*

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**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 and Environment Committee.

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT*

*LEAD COUNCILLOR: CLLR JACKSON*

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**3.1 Minutes to be adopted**

3.1.1 20<sup>th</sup> March 2018

**Report 0518ROSE4 to a meeting of the Recreation, Open Spaces and Environment  
Committee  
To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**4 Forest School**

To receive proposal from a local childminder and the Shaftesbury Open Spaces Group for an area to be used as a Forest School

**4.1 Summary**

- 4.1.1 An area of the Christy's Lane buffer strip has been identified as a location for a Forest School.
- 4.1.2 The Town Council asked the enquirer to meet with the Shaftesbury Open Spaces Group to discuss the detail of the proposal and for a report to be submitted to the Committee as appended to this report.
- 4.1.3 The Town Council may make the land available as Public Open Space and carry out such remedial works as are required for the area to be safe to the public.
- 4.1.4 The Town Council has been made aware of potential encroachment of land, it is recommended that the Asset Management lead member, Residents Lifestyle lead member and the Town Clerk work together to resolve the situation.

**4.2 Financial Implication**

- 4.2.1 Minor tree works may be required within the grounds maintenance budget.

**4.3 Legal Implication**

- 4.3.1 The deeds for the land require that the Town Council does not at any time use the property or any part of it for any purpose other than as public open space and associated community use.

**4.4 Risk**

- 4.4.1 The Council carries public liability insurance on all its land and property. The Childminder is responsible for all insurances relating to their business and is required to provide a copy of their insurance for the Council to hold on file.

**4.5 Recommendation**

- 4.5.1 That permission is granted for use of part of the Christy's Lane Buffer Strip to be used as a forest school with non-exclusive rights, and that associated health and safety maintenance is carried out.

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**STRATEGIC PLAN AREA: ASSET MANAGEMENT**

**LEAD COUNCILLOR: ANDY PERKINS**

**STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR**

**LEAD COUNCILLOR: LUKE KIRTON**

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(End)

Report Author:

Claire Commons, Town Clerk

**Shaftesbury Town Council**

**ROSE Committee May 2018**

**Jeaneau Close woodland strip. Possible use for a “Forest School”**

1. A registered child carer has asked for permission to use part of the site as a “Forest School” for her young pupils and we have met on site to discuss the woodland management implications.
2. The group of 8 or so children, up to 4 years old, would use the site for around an hour a day as part of their learning about the natural world. Together with their two carers, they would explore the flora and ground fauna of the woodland and collect small samples for discussion. In practice, this would only involve one or two small areas and could start immediately without any special preparation. However, it may be helpful if the Head Groundsman could meet with the Forest School teacher to see if she would like any help such as the provision of small logs placed in an existing clearing for seating.
3. I understand that the carer is fully qualified and insured, both as a registered child minder and as a “Forest School” operator.
4. This proposal would make a very good use of the site as well as being beneficial for the young children. It would not have any significant impact on the management of the site and may in fact be helpful to have some regular use of the site.
5. General management.
  - The site is not maintained as a public open space but the Council have carried out some minor tree clearing/ coppicing and some hedge planting to screen the industrial units to the north.
  - The preferred place for the Forest School to be is the open glade at the far end of the copse, but this is full of rubbish that has been dumped and thrown over adjoining garden fences. This will need to be cleared before it is suitable for them. The “Hilltop Litter Pickers” cleared out a lot of rubbish last year but this needs to be done on a regular basis.
  - One of the neighbouring householders, at the far western end of the woodland, has, in the past, used part of the site as a domestic garden by creating a raised bed. This encroachment seems to have stopped but there is no effective fence line. It is important that this situation is regulated with the reinstatement of the fencing.
6. Recommendations.
  - a) The child minder is given permission to use the site as a Forest School for a period of 12 months and then renewed subject to a review.
  - b) The fence line is reinstated at the western end of the site by the encroaching householder.
  - c) Adjoining landholders need to be asked not to throw their garden waste etc into the woodland.
  - d) A plan is formulated to stop rubbish dumping there/and for its removal.
  - e) A long-term management plan for the copse is created.

John Parker Open Spaces Group

**Report 0518ROSE5 to a meeting of the Recreation, Open Spaces and Environment  
Committee  
To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
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**5 Open Spaces Meeting outcomes**

To receive requests arising from the Shaftesbury Open Spaces Group meeting

**5.1 Summary**

- 5.1.1 Salisbury Street Green proposal to make it bee friendly. Brigit Strawbridge has donated the ticket money from her recent talk about bees to the Tree Group for them to buy bee-friendly trees and shrubs to plant in the town. At the last Tree Group meeting it was suggested that Salisbury Street Green could be one place to put them and to create a pollinator-friendly garden there.
- 5.1.2 Management of vegetation on and behind Gold Hill Wall. The Head Groundsman agrees with the management proposal drawn up by the Shaftesbury Open Spaces Group. A copy of this document has been provided to members of the committee for their information and costs will now be obtained in readiness for a decision by the Committee at a future meeting.

**5.2 Financial Implication**

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

**5.3 Legal Implication**

- 5.3.1 The Committee has already resolved to approach the County Council regarding taking ownership of the land at Salisbury Street. Improvements to the area can be carried out with the agreement of Dorset County Council whilst the transfer is taking place.
- 5.3.2 A management plan, associate costs, method statements and risk assessments are currently being prepared in readiness for a decision at a future meeting of the Committee.

**5.4 Risk**

- 5.4.1 There are no risks identified within this report. Any risks pertaining to Salisbury Street Green or management of Gold Hill Wall will be reported separately to the committee as appropriate.

**5.5 Recommendation**

- 5.5.1 That the Council requests permission from Dorset County Council to plant bee friendly trees and shrubs at land adjacent to 46 Salisbury Street whilst negotiations are undertaken for the transfer of the land.

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**STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR      LEAD COUNCILLOR: LUKE KIRTON**

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(End)  
Report Author: Claire Commons, Town Clerk

**Report 0518ROSE6 to a meeting of the Recreation, Open Spaces and Environment  
Committee  
To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**6 Planting Scheme for the Town**

To consider planting schemes for the town in consultation with the various volunteer groups including but not limited to; Shaftesbury in Bloom, Shaftesbury Open Spaces Group, Shaftesbury Snowdrops

**6.1 Summary**

- 6.1.1 The Town Council takes care of several planted public areas in the town. The Committee is asked to consider planting schemes, in particular for the Rose Gardens, Brionne Gardens and the Town Hall window boxes.
- 6.1.2 The entrance planting to Bell Street carpark has previously been cared for by Shaftesbury in Bloom but is the responsibility of North Dorset District Council. The Committee may wish to consider approaching North Dorset District Council for permission to plant and maintain those beds to co-ordinate with the town planting scheme.
- 6.1.3 Brionne Garden is currently prepared as a low maintenance area. At various points in the past residents have indicated a willingness to maintain the area and the Committee requested that a formal representation was made by a formed group to take that on. As this has not, as yet, been forthcoming the committee is asked to consider a planting scheme for that area.

**6.2 Financial Implication**

- 6.2.1 The Council has £1,750 available for planting.

**6.3 Legal Implication**

- 6.3.1 The Town Council has a responsibility to maintain its open spaces (Open Spaces Act 1906 s.10)

**6.4 Risk**

- 6.4.1 There is a risk of wasted resource for maintaining an area not within the responsibility of the Town Council (Bell Street carpark)

**6.5 Recommendation**

- 6.5.1 That the Committee agrees a planting scheme for the Rose Gardens, Brionne Gardens, Bell Street Carpark and the Town Hall.

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**STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR      LEAD COUNCILLOR: LUKE KIRTON**

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(End)  
Report Author:  
Claire Commons, Town Clerk

**Report 0518ROSE7 to a meeting of the Recreation, Open Spaces and Environment  
Committee  
To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**7 Play Inspection Report**

To receive a summary of findings from the recent annual play inspections

**7.1 Summary**

- 7.1.1 The annual inspections of all STC play areas took place on the 20<sup>th</sup> April 2018. The inspection highlighted a few low and very low risks and two moderate risk. The low and very low risks include painting, minor repairs and monitoring of equipment. The moderate risks relate to the Activity Trail in St James Park. The grounds team are in the process of working through the report and rectifying any problems highlighted.
- 7.1.2 The full report is available from the office and has been provided to all members for information.

**7.2 Financial Implication**

- 7.2.1 £350 to carry out minor repairs from Play Ground Repairs and Maintenance (4291)

**7.3 Legal Implication**

- 7.3.1 The Council has a duty of care to maintain its open spaces (Act 1906 s10).
- 7.3.2 The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent suitably qualified body.
- 7.3.3 Children's playgrounds should be inspected annually by an independent specialist to ensure the long-term safety of the site, equipment and ancillary items. This will also meet legal and insurance responsibilities as well as complying with the requirements of [EN1176](#) (the European Playground Standard)

**7.4 Risk**

- 7.4.1 There is an identified risk of harm arising from failure to correctly maintain equipment.

**7.5 Recommendation**

- 7.5.1 That the report is received and noted and issues identified at St James' Park are addressed under the following agenda item.

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*STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR LEAD COUNCILLOR – LUKE KIRTON*

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(End)

Report Author:  
Tracy Moxham, Finance and Services Officer

**Report 0518ROSE8 to a meeting of the Recreation, Open Spaces and Environment  
Committee  
To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**8 Recreation Areas repairs and replacement equipment**

To consider repairs and replacement equipment at the Barton Hill Skate Park, St James' Park, Wincombe Outdoor Gym and Enmore Green Play Area

**8.1 Summary**

- 8.1.1 Repairs have been identified at Barton Hill Skate Park and Enmore Green Play area. Quotes have been requested and those received are shown below.
- 8.1.2 Additional quotes to conform to the Council's Financial Regulations are awaited and will be provided prior to the meeting.
- 8.1.3 There has been active engagement with local children relating to the repair and replacement of equipment at the Skate Park.
- 8.1.4 The outdoor gym cycle and cross rider situated in Wincombe recreation ground, have seized up bearings making them inoperative. The bearings are not accessible and therefore the only option of repair is to purchase new crank sets, which are only available from the supplier. The equipment was installed in 2014.

**8.2 Financial Implication**

- 8.2.1 Outdoor Gym repair: £395 for each crank set, Total £790 Playground Repairs & Maintenance (4291)
- 8.2.2 The Council has provided a budget Line for Play area design with £5,000.
- 8.2.3 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

**8.3 Legal Implication**

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

**8.4 Risk**

- 8.4.1 There is a risk of harm arising from failure to correctly maintain equipment.

**8.5 Recommendation**

- 8.5.1 That a replacement multiplay is provided for the park at Enmore Green
- 8.5.2 That repairs are carried out at the Skate Park including boxing in of the half-pipe.
- 8.5.3 That the Fun Box is replaced, and expenditure agreed for a replacement. Pupils from Shaftesbury School who have shown an interest are consulted before purchasing.
- 8.5.4 That the Council removes the Activity Trail in St James Park and replaces with a new piece of equipment.

(End)

Report Author: Tracy Moxham, Finance and Services Officer

## Appendix B. Skate Park Quotations

**Supplier A** - A quotation was supplied and agreed upon by ROSE R18 11th July 2017. This supplier has let us down and proved unreliable, despite several promises of coming to complete the works. The costs of repairs including repairs to Fun Box (£1795) was £4990. This supplier did recommend that the Fun Box should be replaced, although no price was received for replacement.

**Supplier B** - Visited the park and spent some time inspecting, Head Groundsman and Finance & Services Officer were present. They have quoted as follows;

**Fun Box** – Unviable to repair, the ramp has many sharp edges and causes a high risk.

**Flatbank** - To weld in new rails, grind back tarmac so it is level with toe plate and fit infill panels to all sides

**Driveway** – Grind back tarmac so it is level with base plate and re fit base plates that are lifting.

**Spine** - Weld up holes in surface and grind back tarmac which is protruding above base plates.

**Quarter Hip** – Weld up holes in surface and grind back tarmac level with base plate

**Half Pipe** – Weld up holes in surface, weld up framework where required, secures infill panels and add infill plate to stop people getting under ramp.

To prime and repaint all surfaces and carry out above repairs

Cost £4090.89

To replace Fun Box with a Pyramid/Wall Ride



Cost £9485.00

Current lead time 6 to 8 weeks from date of order for all of above

**Supplier C**- Awaiting quotation, supplier has not visited site and is providing quote from photographs (their preferred method).

Appendix C. Enmore Green Play Equipment

To replace old damaged Multiplay Unit

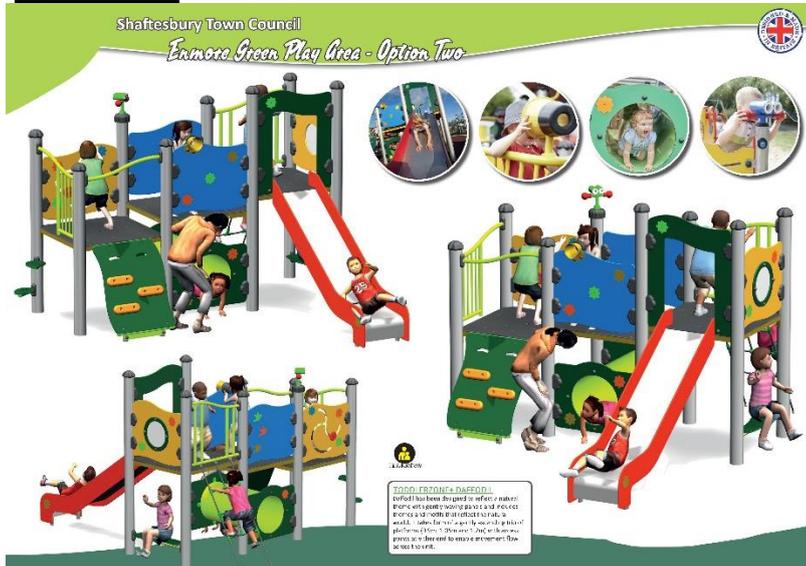
**Supplier A** – To remove and dispose of existing Multiplay unit install either option one or two, complete with rubber mulch surface.

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** – Awaiting quotation

**Report 0518ROSE9 to a meeting of the Recreation, Open Spaces and Environment Committee**  
**To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury Town Hall**

**9 Swimming Pool**

To receive an update of the opening of the Swimming Pool

**9.1 Summary**

9.1.1 The pool will be opened on Saturday 26<sup>th</sup> May at 10am for the summer season. Publicity leaflets have been produced which include opening times and prices. New adult only sessions are being introduced in the evenings during week days, pricing has remained the same as last year.



9.1.2 The grounds team and pool manager are currently ensuring that everything is in order for the new season, checks/servicing are being carried out on the boilers, water testing equipment, alarms, electrical appliances etc.

9.1.3 The life guards are in place and remain the same as last year.

9.1.4 New signage for the pool entrances, life guard chair and PXB spinal board have been ordered as agreed at ROSE on the 24th October 2017.

**9.2 Financial and Legal Implications**

9.2.1 No additional financial implications arising from this report.

**9.3 Risk**

9.3.1 There is a risk if the pool is not adequately managed.

**9.4 Recommendation**

9.4.1 To receive and note the report.

(End)

Report Author:  
Tracy Moxham, Finance and Services Officer

**Report 0518ROSE10 to a meeting of the Recreation, Open Spaces and Environment  
Committee  
To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
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**10 Football Club**

To consider subcontracting the grounds team to provide grass cutting services to the Shaftesbury Football Club

**10.1 Summary**

- 10.1.1 Shaftesbury Football Club have historically cut their own grass, but their mower has broken in the middle of the playing season and they have approached the Town Council to buy the grounds team services for the foreseeable future
- 10.1.2 The Grounds Team have calculated the time and cost to carry out this work and are satisfied that it can be undertaken without any impact to service on the other areas in the town.
- 10.1.3 The Town Clerk has provided authority for two cuts to accommodate upcoming matches, the Committee is requested to authorise the ongoing agreement.

**10.2 Financial Implication**

- 10.2.1 Income of £31.03 per week

**10.3 Legal Implication**

- 10.3.1 The Council may provide this service under the Local Government Act 2003 s.93

**10.4 Risk**

- 10.4.1 There is a risk that services to the Council's own areas will be compromised. The Head Groundsman assures that this can be accommodated without a loss of service.

**10.5 Recommendation**

- 10.5.1 That the Council enters into an agreement with the Football Club to cut the pitch until further notice by either party.

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**STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: LUKE KIRTON**

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0518ROSE11 to a meeting of the Recreation, Open Spaces and Environment  
Committee  
To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**11 Oktoberfest**

To consider request for an Oktoberfest at Barton Hill

**11.1 Summary**

11.1.1 A request has been received from a marquee company to hold an Oktoberfest at Barton Hill similar to an event put on in Stalbridge and German Oktoberfests.

11.1.2 The detail of the request is provided below, the Committee is asked to consider the request to use the land and identify any requirements if permission was to be granted.

11.1.3 The Council's Protocol for Hire of Council Land is available on request from the office. A review of this policy is required and recommended to be carried out before entering into an agreement for this festival.

**11.2 Financial Implication**

11.2.1 There is no identified expenditure for this item. The income will be determined following a review of the hire of council land policy and/or negotiation with the Marquee company.

**11.3 Legal Implication**

11.3.1 The Council may hire its land

**11.4 Risk**

11.4.1 The Council must obtain from the company evidence of the relevant risk management documents including public liability insurance, and licences.

11.4.2 The Council must give due regard to the condition of the ground and its ability to recover after the event.

**11.5 Recommendation**

11.5.1 That the Council enters into negotiation with the Marquee Company to mitigate any potential issues arising from the event and grants permission if all concerns are satisfactorily addressed.

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**STRATEGIC PLAN AREA: WELCOME OUR VISITORS**

**LEAD COUNCILLOR: GEORGE HALL**

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We organised and hosted a very similar event towards the end of last year which we dubbed the Stalbridge Yulefest. This had a strong Christmas/Octoberfest feel to it, and proved to be hugely popular, attracting well over 700 people, with all tickets sold out, and more sold on the day on the gate. In fact this was such a huge success, that we have decided to turn it into an annual event in Stalbridge, albeit a little later in the year.

The idea we have for Shaftesbury, is to try and replicate an authentic German Oktoberfest, complete with a selection of genuine German/Bavarian beer, authentic German sausage and other delicacies, as well Wood fired pizzas, Hog Roast and a good selection of local craft beers and beverages from Shaftesbury and surrounds, but without the Christmas feel to it. We already have 5 or 6 local bands lined up for the event, including a Bavarian uhmphah band and various Rock, blues, funk and pop bands. The main idea being to draw the local community together, with an event that potentially could turn into a seasonal highlight on everyones calenders.

We really want this to be a family orientated event, with stuff for the adults as well as loads of fun stuff for the kids. Delights such as face painting, bouncy castles, circus trick workshops etc, are only some of the ideas that we have in mind for the little people.

With regards to security and health and safety, we will be providing ample first aid trained stewards and certified security personnel to ensure that there is no trouble. In addition, and being conscious that the proposed site is close to residential areas, we would naturally adhere to the legal requirements as outlined by the local authority with regards to sound levels, and hours of operation.

We would love this event to become an annual fixture in Shaftesbury, and feel like the grounds would make an ideal venue, particularly given its proximity to town, its numerous local transport links, and its easily accessible public car parks nearby.

Below are a couple of links to our Stalbridge Yulefest website, and fb page to give a rough idea of the kind of thing we have in mind, but without the emphasis on Christmas:

[https://www.facebook.com/StalbridgeYulefest/?hc\\_ref=ARS4A4PY\\_gbneK6ui8tzCoQpT4kwcIG1XivqJPN4ONBHaM9mj2JTUrowsuBCrSd-4Gk](https://www.facebook.com/StalbridgeYulefest/?hc_ref=ARS4A4PY_gbneK6ui8tzCoQpT4kwcIG1XivqJPN4ONBHaM9mj2JTUrowsuBCrSd-4Gk)  
<http://www.stalbridgeyulefest.co.uk/>

and below is a link to our own Oakleaf Marquees website:

<http://www.oakleafmarquees.co.uk/>

I have also attached a couple of very early stage drawings of how we envisage the venue could look like. Of-course this is a work in progress but should give you a vague idea of what we have in mind.

So in a nutshell, I was requesting the following information from yourselves:

- a) Is this type of event something you would consider for this site?
- b) If so, what would the costs be?
- c) Would it be possible to arrange a meeting with the relevant person to discuss the idea in more detail?

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0518ROSE12 to a meeting of the Recreation, Open Spaces and Environment  
Committee  
To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
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**12 Sign Cleaning**

To consider schedule of sign cleaning to be carried out in Shaftesbury

**12.1 Summary**

- 12.1.1 The Visitor Experience Advisory Committee has carried out a review of the signs within Shaftesbury. There are many that are in an uncared-for condition and the Committee has recommended carrying out a community clean of these signs.
- 12.1.2 The signs which are on the road side may only be cleaned by someone if they are monitored by someone holding a Chapter 8 certificate (or the certificate holder themselves)
- 12.1.3 The Committee is asked to consider a co-ordinated clean to provide the maximum impact of improvement ahead of the tourist season.

**12.2 Financial Implication**

- 12.2.1 Further details are required relating to the extent of the signs requiring cleaning and the level of commitment from Grounds Staff before a cost implication can be calculated.

**12.3 Legal Implication**

- 12.3.1 The Council has entered into the Working Together agreement with Dorset County Council which provides the power to carry out these works with the relevant certificate. Three grounds staff hold the required Chapter 8 certificate.

**12.4 Risk**

- 12.4.1 There is health and safety risk associated with working on or near the highway.

**12.5 Recommendation**

- 12.5.1 That staff are allocated ½ day for cleaning and supervising the cleaning of signs within the Town.

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**STRATEGIC PLAN AREA: WELCOME OUR VISITORS**

**LEAD COUNCILLOR: GEORGE HALL**

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0518ROSE13 to a meeting of the Recreation, Open Spaces and Environment  
Committee  
To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**13 Jubilee Path – Post Implementation Review**

To consider any actions arising from the Post Implementation Review of Jubilee Path

**13.1 Summary**

13.1.1 The Council has implemented a new procedure to carry out Post Implementation Reviews (PIR's) after any significant project or action. The first of these was carried out by select members of the Council and Shaftesbury Open Spaces Group after the path at St James was installed.

13.1.2 The PIR took into consideration comments received from the public after the path was installed and also focused on what procedures and measures could be put in place to improve future projects or decision making processes.

13.1.3 The summary of findings from the review will be provided at the meeting.

**13.2 Financial and Legal Implications**

13.2.1 There are no financial or legal implications arising from this report

**13.3 Risk**

13.3.1 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.

**13.4 Recommendation**

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

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**STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: MARK JACKSON**

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0518ROSE14 to a meeting of the Recreation, Open Spaces and Environment Committee**  
**To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury Town Hall**

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**14 Invasive Non-Native Plants**

To consider methods of controlling invasive plants in Shaftesbury

**14.1 Summary**

- 14.1.1 An enquiry was received for the Annual Meeting about invasive plants at Breach Common. Although that identified area is not within the Town Council's jurisdiction, other areas are which also need to be managed correctly with regard to invasive plants.
- 14.1.2 The Council's Glyphosate policy requires "a complete ban of the use of glyphosates in sensitive areas such as those rich in wildlife, play areas and dog walking areas and high profile tourist areas."
- 14.1.3 Town Council areas where Japanese Knotweed has been identified and is being treated are "St James' Park and St James' Allotments.
- 14.1.4 The allotment area is being treated through an agreement with an allotment tenant, the area at St James' Park is out of the main public area and is being treated with local application of roundup.

**14.2 Financial Implication**

- 14.2.1 There are no financial implications arising from this report however if increased manual labour is required there will be an associated labour cost.

**14.3 Legal Implication**

- 14.3.1 The Council has a duty to comply with requirements set out by DEFRA and the Environment Agency regarding the treatment and disposal of Japanese Knotweed

**14.4 Risk**

- 14.4.1 There is a risk of prosecution if contaminated soil from any transfer of waste is spread into the wild.

**14.5 Recommendation**

- 14.5.1 That the Head Groundsman continues to manage invasive non-native plants in accordance with the Council's policy.

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**STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR    LEAD COUNCILLOR: LUKE KIRTON**

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0518ROSE15 to a meeting of the Recreation, Open Spaces and Environment  
Committee  
To be held at 7.30pm on Tuesday 15 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**15 Reports**

To receive reports relating to the work of the Committee not requiring decisions, areas for reporting are: Breach Common, Jubilee Railings, Handrail – Approach to Gold Hill

**15.1 Breach Common**

15.1.1 To receive report from Shaftesbury Open Spaces Group on proposals for Breach Common

**15.2 Jubilee Railings**

15.2.1 To receive update position on specification for town railings and replacement of railings on Jubilee Steps.

**15.3 Handrail – Approach to Gold Hill**

15.3.1 To receive proposal from the Shaftesbury and District Tourist Association for an uplift to the railing approaching Gold Hill

**15.4 Financial and Legal Implications**

15.4.1 There are no financial or legal implications arising from this item.

**15.5 Recommendation**

15.5.1 That the report is received and noted.

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***STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR      LEAD COUNCILLOR: LUKE KIRTON***

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(End)

Report Author:  
Claire Commons, Town Clerk