

Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's Recreation, Open Spaces and Environment Committee (ROSE), Councillors Hall, Cook, Loader, Pritchard, Yeo & Proctor.

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 28 May 2019 in the Council Chamber, Shaftesbury Town Hall

To Shaftesbury Town Councillors not listed above, you are appointed as substitute members and may be required to attend according to notice given by the Town Clerk.

All other recipients for information only

Claire Commons, CertHE, PSLCC. Town Clerk and RFO
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 ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN 3**
To consider the positions of Committee Chairman and Vice Chairman. (5 mins)
- 2 APOLOGIES 4**
To receive and consider for acceptance, apologies for absence (1 min)
- 3 DECLARATIONS OF INTEREST 4**
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..... (1 min)
- 4 MINUTES 4**
To confirm as a correct record, the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee. (1 min)
- 5 REPORTS 7**
To receive and note reports from Advisory Committees, Shaftesbury Civic Society, Officers and any other organisations on matters relating to the work of the Committee. ...(3 mins)

6	PLAY INSPECTIONS.....	8
	To consider a summary of findings from the annual play inspection report.....	(5 mins)
7	SALISBURY STREET GREEN.....	11
	To consider proposal from the Shaftesbury Open Spaces Group for management of Salisbury Street Green for people and pollinators	(10 mins)
8	PARK WALK SLOPES.....	14
	To consider management of cow parsley and other plants on the slopes adjacent to Park Walk.....	(5 mins)
9	DOG POO	15
	To consider placement of dog poo bag dispensers.....	(5 mins)

References

Clean Neighbourhoods and Environment Act, 2005 s.55. *Power to make orders for dog control offences*. [Online].

Local Government Act, 1972 s.102. *Appointment of Committees*. [Online].

Open Spaces Act, 1906 s10. *Maintenance of open spaces and burial grounds*. [Online]

Available at: <http://www.legislation.gov.uk/ukpga/Edw7/6/25/section/10>

Shaftesbury Town Council, 2012. *Code of Conduct*. [Online]

Available at: https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf

Shaftesbury Town Council, 2019. *Environmental Biodiversity Policy*. [Online]

Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/03/Environmental-Biodiversity-Policy-Adopted-26th-February-2019.pdf>

Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

(End)

1 Election of Committee Chairman and Vice Chairman

To consider the positions of Committee Chairman and Vice Chairman. (5 mins)

1.1 Recommendation

- 1.1.1 That the Committee selects, from within its members, the Chairman and Vice Chairman of the Committee, those members to automatically also hold seats on the General Management Committee.

1.2 Summary

- 1.2.1 At the Annual Meeting of the Council it was resolved to defer the election of the Chairman and Vice Chairman of the Committee to the first meeting of that Committee.
- 1.2.2 The Chairman and Vice Chairman must be selected from within the membership of the Committee.
- 1.2.3 The position of Chairman confers no additional authority other than that of a casting vote in the event of a tie, the vice chairman would assume that authority in the event that they were chairing in the absence of the elected chair.

1.3 Financial Implication

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

1.4 Legal Implication

- 1.4.1 For the purposes of discharging any functions in pursuance of arrangements made, a local authority may appoint a committee (Local Government Act, 1972 s.102)

1.5 Risk

- 1.5.1 There is a risk to the effectiveness of the work of the committee if responsibilities are not evenly spread among council members.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

2 Apologies

To receive and consider for acceptance, apologies for absence (1 min)

2.1 Background

- 2.1.1 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.

2.2 Apologies received to date

3 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. (1 min)

3.1 Background

- 3.1.1 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council, 2012)

3.2 Declarations of Interest or dispensations received to date

4 Minutes

To confirm as a correct record, the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee. (1 min)

4.1 Background

- 4.1.1 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.
- 4.1.2 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)

4.2 Minutes to be adopted

- 4.2.1 26th March 2019



SHAFTESBURY TOWN COUNCIL

Recreation, Open Spaces and Environment Committee

Minutes of the Recreation, Open Spaces and Environment Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 26th March 2019 commencing at 7.33pm.

Members Present

Councillor Kirton (Chair)
Councillor Proctor

Councillor Cook

Absent:

Councillors Hall, Loader and Jackson

Officers Present:

Claire Commons, Town Clerk
Zoe Moxham, Office Administrator
Andy Dodd, Head Groundsman

In Attendance:

3 members of public, (one representing Shaftesbury Open Spaces Group)
1 member of the press
Councillors Brown and Lewer

MINUTES

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. The following matters were raised;

- **Jeanneau Close** – Thanks was expressed to the Shaftesbury Town Council Grounds team for the work carried out at Jeanneau Close.
- **Parking on Park Walk** – An enquiry was made whether there had been any progress on options for preventing unauthorised vehicles accessing Park Walk. *An interim solution is in place in the form of signage and long-term options are still to be researched.*
- **Bell Street Toilets** – It was requested that the opening times be reconsidered to open earlier and close later.

R50 Apologies

Apologies were received and accepted from Councillor Jackson due to work commitment and Councillor Loader due to illness.

R51 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. None were declared.

R52 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 22nd January 2019. They were duly signed.

R53 Officer Report

Officer report 0319ROSE4 was received and noted.

It was **AGREED** to publicise the updates on the Archaeological investigations on the Bury Litton Site on the website in consultation with the Open Spaces group.

ACTION: OFFICE ADMINISTRATOR

R54 A30 Allotments

Officer report 0319ROSE5 was received and it was **RESOLVED** to appoint company A, Brimble and Lea to undertake the architectural services, allocating £1750 from the A30 Allotments project budget line, 4933/901.

ACTION: FINANCE AND SERVICES OFFICER

It was **AGREED** to review the procedure for preparing and presenting future quotes for work to the committees.

ACTION: TOWN CLERK

R55 Salisbury Street Green

Officer report 0319ROSE6 was received and noted.

It was **RESOLVED** to request a 25 year limit on the clawback provision for change of use.

ACTION: TOWN CLERK

R56 Bowling Club

Officer report 0319ROSE7 was received and it was **RESOLVED** to approve the hedge locations and species for the Bowling Club carpark.

ACTION: OFFICE ADMINISTRATOR

R57 Bell Street Toilets

Officer report 0319ROSE8 was received and the following was **AGREED**;

To write and formally thank Guys Marsh, Build Love and the offender released on a work permit to carry out the work.

To ask if Build Love requires any assistance from Shaftesbury Town Council to voice support for their organisation

To set the opening times for the toilets to open at 6 am and to close at 8pm. This will be an operation undertaken by Officers at Shaftesbury Town Council and will be reported back to the committee.

ACTION: FINANCE AND SERVICES OFFICER

There being no further business, the meeting was closed at 7.46pm.

Signed

Date

5 Reports

To receive and note reports from Advisory Committees, Shaftesbury Open Spaces Group, Officers and any other organisations on matters relating to the work of the Committee.(10 mins)

5.1 Recommendation

- 5.1.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

5.2 Delegated Decisions

- 5.2.1 There are no current delegated decisions to report to the Committee

5.3 Updates

- Swimming Pool. A verbal update will be given on progress of work at the pool and the start of the summer swim season
- Peace Garden. Proposals are being drafted on this item and will be brought back to the committee in due course.
- Parking on Park Walk. Proposals are being drafted on this item and will be brought back to the committee in due course
- A30 Allotments. The architects have been appointed and are in the process of drawing up plans which will then inform the tender document for the ground works of the carpark and footpath.
- Play and Recreation Strategy. A workshop will be arranged to discuss this in detail. Members of the Committee are asked to indicate their involvement and availability.

5.4 Correspondence

- 5.4.1 The Council has received some pieces of correspondence relating to antisocial behaviour at Barton Hill during the weekend of the Food Festival. The Council has met with the police to discuss this further and also liaised with the fair. Individual details of ongoing matters with the police will not be disclosed. A further report will be provided at the meeting.

5.5 Financial, Legal and Risk Implications

- 5.5.1 There are no financial implications arising from this report as the item is not specific enough to give advance notice of a decision to be taken.
- 5.5.2 There are no legal implications arising from this report for the reasons identified in Financial Implications.
- 5.5.3 There is a risk of decisions being taken on items not clearly identified on the agenda. This is mitigated by clear agendas and deferring items not notified in advance.

STRATEGIC PLAN AREAS: ENGAGEMENT

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

6 Play Inspections

To consider a summary of findings from the annual play inspection report (5 mins)

6.1 Recommendation


- 6.1.1 That the report is received and noted and issues identified are scheduled into the grounds team annual programme of works.

6.2 Summary

- 6.2.1 The annual inspection of all Shaftesbury Town Council play areas has taken place. The inspection highlights areas of high, medium and low risk where low risk includes painting, minor repairs and monitoring.

- 6.2.2 The full report is available from the office and will be provided to all members as part of this week's councillor digest.

- 6.2.3 The matrix used by the inspection company in assessing risk is:

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).								
Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								

6.3 Financial Implication

- 6.3.1 There are no financial implications arising from this report




6.4 Legal Implication





- 6.4.1 The Council has a duty of care to maintain its open spaces (Act 1906 s10).
- 6.4.2 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.
- 6.4.3 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)

6.5 Risk

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

Appendix A. Play Inspections

Ash Close		8 Low Risk
Barton Hill		12 Moderate Risk
Cockrams		12 Moderate Risk

<p>Enmore Green</p>		<p>8 Low Risk</p>
<p>Gower Road</p>		<p>8 Low Risk</p>
<p>St James Park</p>		<p>12 Moderate Risk</p>
<p>Wincombe Recreation Ground</p>		<p>12 Moderate Risk</p>

7 Salisbury Street Green

To consider proposal from the Shaftesbury Open Spaces Group for management of Salisbury Street Green for people and pollinators (10 mins)

7.1 Recommendation

- 7.1.1 That the Committee adopts the plan for improvement of Salisbury Street Green for people and pollinators.

7.2 Summary

- 7.2.1 Shaftesbury Open Spaces Group and Shaftesbury Town Council officers have met to discuss planting schemes to encourage bees and consult with neighbours of the site. The proposal is appended to this report.

7.3 Financial Implication

- 7.3.1 £50 for paint, Repairs and Maintenance budget.
- 7.3.2 Plants are being donated.

7.4 Legal Implication

- 7.4.1 The Council has the power to maintain its open spaces and burial grounds (Open Spaces Act, 1906 s10)
- 7.4.2 Shaftesbury Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. The Council aims to protect and improve the biodiversity of the area through good management and by adopting best practice wherever possible. (Shaftesbury Town Council, 2019)

7.5 Risk

- 7.5.1 There are no identified risks in this report.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOORS

(End)

Report Author:
Claire Commons, CertHE, PSLCC. Town Clerk and RFO

Appendix B. Salisbury Street Green

Recommendation

That the plan be considered and accepted in principal, following.

Summary

Members from the Open Spaces Group along with Bridget Strawbridge, Head Groundsman and Finance & Services Officer met at Salisbury Street Green to discuss possible planting schemes to encourage bees. The neighbours have been shown a copy of the plan and the Open Spaces Group are liaising with them with regards to the planting against the walls.

Report

The aim is to soften the rather hard, municipal feel of this important cut-through and to make it into a pleasant place for people to sit and walk, as well as to provide food for bees, butterflies etc, habitats for them and other wild life. It should involve minimal maintenance.

1. Keep the grass short for the mining bees.

2. The wall adjoining no 38 to the north:

Paint the metal barrier black to make it look smarter and to match the black litter bin.

Plant 1x ribes - flowering currant - between the litter bin and wall (early flowering for queen bumble bees, solitary bees, honey bees etc)

Place wooden bench in gap next to the roses against the house wall.

Plant 1x mahonia (winter flowering for winter active bees such as buff-tailed bumble bees, hoverflies and other flies) against garden wall.

Further up the garden wall, plant alkanet, yellow archangel and foxgloves .By the top end of the garden wall, plant 1x ribes to soften the junction between wall and fence.

When the bluebells have died down, dig them out to clear the ground elder and replant.

3. South side:

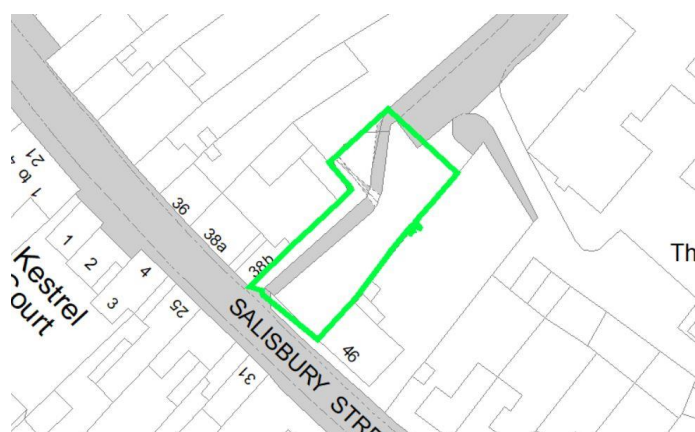
Keep an eye on the artificial badger sett and keep entrances clear.

Plant wild garlic under the hawthorn. Introduce other wild flowers such as self heal and bugle.

In time, introduce other wild flowers on raised ground where the buildings stood - in winter scarify the ground and sow yellow rattle, red bartsia and eye bright seeds to suppress grass growth and allow the colonisation of other wild flowers.

To the south east of the raised ground on the slope/ditch by the house, plant 5 - 6 buddleia Plus one hawthorn - optional.

Location Map



Flowers recommended;



Ribe



Mahonia



Alkanet



Foxglove



Yellow Archangel



Self Heal



Bugle



Yellow Rattle



Red Bartsia



Eye Bright



Hawthorn



Buddleia

8 Park Walk Slopes

To consider management of cow parsley and other plants on the slopes adjacent to Park Walk
(5 mins)

8.1 Recommendation

- 8.1.1 That the Committee liaises with the Shaftesbury Open Spaces Group to draft a management plan for the vegetation on the slopes adjacent to Park Walk

8.2 Summary

- 8.2.1 Shaftesbury Town Council receives compliments and complaints every year in relation to the cow parsley and other vegetation growing on the slopes adjacent to Park Walk.
- 8.2.2 Opinions appear to be evenly split between those who like to see it growing and flowering in the spring and those who consider it to be messy and unsightly.
- 8.2.3 The Council is asked to consider a management plan in line with the already adopted Environmental Biodiversity Policy to manage this municipal area adjacent to Park Walk.

8.3 Financial Implication

- 8.3.1 £50 for paint, Repairs and Maintenance budget.
- 8.3.2 Plants are being donated.

8.4 Legal Implication

- 8.4.1 The Council has the power to maintain its open spaces and burial grounds (Open Spaces Act, 1906 s10)
- 8.4.2 Shaftesbury Town Council recognises that the day-to-day operations can impact both directly and indirectly on the environment. The Council aims to protect and improve the biodiversity of the area through good management and by adopting best practice wherever possible. (Shaftesbury Town Council, 2019)

8.5 Risk

- 8.5.1 There are no identified risks in this report.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOORS

(End)

Report Author:
Claire Commons, CertHE, PSLCC. Town Clerk and RFO

9 **Dog Poo**

To consider placement of dog poo bag dispensers

(5 mins)

9.1 **Recommendation**

- 9.1.1 That the Committee grants permission for Mooches with Pooches to place dog poo bag dispensers at two trial locations in the town.

9.2 **Summary**

- 9.2.1 The Town Council has been approached by Mooches with Pooches regarding making dog poo bags available for people to use when walking their dogs.
- 9.2.2 Mooches with Pooches proposes providing two dispensers with a message 'Please take a free poo bag & keep our town clean with compliments Mooches with Pooches.'
- 9.2.3 The Town Council has carried out similar initiatives with local organisations sponsoring rubbish bins and grit bins. Mooches with Pooches has confirmed that they will provide the bins and the bags.
- 9.2.4 Proposed locations for trial are Wincombe Recreation Ground near the Shaftesbury C of E School on the railings of the path where most people pass. The second location proposed is Mampitts lane near the poo bin there, especially as there is the new shop, a lot of people could walk past this with their dogs.
- 9.2.5 The Council may monitor the success of this initiative and roll it out further if required, inviting further sponsors or from within its own budget.



9.3 **Financial Implication**

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

9.4 **Legal Implication**

- 9.4.1 An authority has the power to make an order providing for an offence in relation to the control of dogs in its area, such an order may relate to fouling of land by dogs and the removal of dog faeces. (Clean Neighbourhoods and Environment Act, 2005 s.55)

9.5 **Risk**

- 9.5.1 There are no identified risks in this report.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOORS

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO