



# 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 for ROSE; Hall (Chair), Cook, Loader, Proctor and Yeo. 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 October 2019 in the Council Chamber, Shaftesbury Town Hall**

To Shaftesbury Town Councillors not listed above, you are appointed as substitute members and may be summoned 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. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes.

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 (1 min)
- 2 DECLARATIONS OF INTEREST ..... 3**  
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)
- 3 MINUTES ..... 3**  
To confirm as a correct record, the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee. (1 min)
- 4 REPORTS ..... 7**  
To receive and note reports Advisory Committees, Shaftesbury Open Spaces Group, Officers and any other organisations on matters relating to the work of the Committee. (15 mins)
- 5 BUDGET ..... 11**  
To consider the committee's budget requirements for 2020/2021 for recommendation to the General Management Committee (45 mins)
- 6 QUEEN'S COMMONWEALTH CANOPY (QCC)..... 20**

To consider an invitation from the Woodland Trust and The Rt Hon Frank Field MP DL,  
Member of Parliament for Birkenhead (10  
mins)

**7 FINGERPOST RESTORATION PROJECT ..... 21**

To resolve to invest in renovating 2 heritage fingerposts and allocating hours for the STC  
Grounds team to manage this as a winter project (5  
mins)

**8 MAMPITTS SQUARE ..... 23**

To agree the condition of the land (land preparation) in advance of transfer from  
Persimmon to STC (5  
mins)

**9 ST JAMES ALLOTMENTS ..... 25**

To seek to transfer the land from Dorset Council (was NDDC) to Shaftesbury Town  
Council

**10 OFFICER REPORT ..... 28**

To update the Committee on the performance of the Oasis Pool for the 2019 season. To  
acknowledge the report and consider the improvements in advance of budget setting for  
2020/ 2021. Further report to follow at Full Council in January 2020 as this spend is in  
excess of the ROSE limit as per Terms of Reference and scheme of delegation

Anticipated meeting end time 9:10pm

(End)

**Bibliography**

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

Available at: [https://www.shaftesbury-tc.gov.uk/images/STC\\_Code\\_of\\_Conduct\\_2012.pdf](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)

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

## **1 Apologies**

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

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### **1.1 Background**

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

### **1.2 Apologies received to date**

## **2 Declarations of Interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

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### **2.1 Background**

- 2.1.1 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
- 2.1.2 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)

### **2.2 Declarations of Interest or dispensations received to date**

## **3 Minutes**

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

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### **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 See following pages

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**STRATEGIC PLAN AREA: CHOOSE AN ITEM.**

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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, 02 July 2019 commencing at 7.30pm.

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### Members Present

Councillor Cook  
Councillor Proctor

Councillor Yeo  
Councillor Loader

### Absent:

Councillors Hall and Pritchard

### Officers Present:

Claire Commons CertHE PSLCC, Town Clerk and RFO  
Julie Curtis, Office Administrator  
Mike Wakely, Head Groundsman

### In Attendance:

Appendix A. 5 members of public  
1 member of the press  
Councillor Welch

## MINUTES

In the absence of the Chair and Vic Chair the Committee agreed that Councillor Cook Chair the Meeting.

### Public Participation

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

- **Mampitts Square** – Representation on behalf of the Maltings Residents Association expressing their concerns about the lack of communication regarding the S106 funding to North Dorset District Council for various amenities to be built in the area.

**ACTION: CLERK**

- **Open Spaces Group** – Representative from the Shaftesbury Open Spaces Group spoke to the new members of the ROSE Committee explaining the Groups purpose, ethos and intentions.

Meeting Commenced: 7:50pm

**R1 Apologies**

Apologies were received and accepted from Councillors Hall and Pritchard due to work commitments.

**R2 Declarations of Interest and Dispensations**

All members were invited to declare any interests throughout the meeting if the need arose.

R2a Councillor Yeo and the Town Clerk declared an interest in Item 9, Mampitts Square due to living in close proximity to the area.

**R3 Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 28<sup>th</sup> May 2019. They were duly signed. Two typographical errors corrected.

**R4 Order of Business**

It was **RESOLVED** to change the order of the meeting to bring forward Item 7, Sensory Garden at Great Ground.

**R5 Sensory Garden at Great Ground**

Officer report 0719ROSE7 was received and it was **RESOLVED**:

R5a that Members of the Committee would visit the Garden to assess the requirement for changes within the garden;

R5b to delegate authority to the Town Clerk to move forward with any reasonable agreed changes following the Councillors visit to the Garden.

ACTION: CLERK

**R6 Reports**

Officer report 0719ROSE4 was received and noted.

**R7 Swimming Pool**

Officer report 0719ROSE5 was received and it was **RESOLVED** that:

R7a CCTV with motion sensors should be installed within the Swimming Pool area;

R7b The Town Clerk to seek quotes for 4/5 cameras and associated equipment;

R7c Delegated authority provided to the Town Clerk to purchase cameras within delegated budget provisions.

ACTION: TOWN CLERK

**R8 Tree Preservation Orders**

Officer report 0719ROSE6 was received and it was **RESOLVED** that the following applications should be submitted to the Dorset Councils Trees Officer:

- R8a the one tree in the North West corner of the Lidl site should be protected;
- R8b to request Dorset Council to protect the trees along Christy's Lane to protect the visual aspect;
- R8c to protect the trees in the area North West of the ATS site.

ACTION: CLERK

**R6 Swimming Pool**

Officer report 0719ROSE8 was received and noted.

**R9 Mampitts Square**

Officer report 0719ROSE9 was received and it was **RESOLVED** that:

- R9a the Committee develops a consultation strategy for the use of the land at Mampitts Square;
- R9b a working group be established. Councillor Yeo as project lead assisted by other members as required eg Open Spaces Group;
- R9c Town Clerk provided delegated authority to use Consultation Budget;
- R9d A survey of the land to be undertaken prior to any remedial work being carried out.

ACTION: CLERK

There being no further business, the meeting was closed at 9:05pm.

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Signed

Date

## 4 Reports

To receive and note reports Advisory Committees, Shaftesbury Open Spaces Group, Officers and any other organisations on matters relating to the work of the Committee. (15 mins)

### 4.1 Delegated Decisions

- 4.1.1 There were no decisions made under the Council's Scheme of Delegation requiring reporting to the ROSE Committee.

### 4.2 Correspondence

- 4.2.1 Councillor Simon Pritchard has written resigning his position from the ROSE Committee in light of significant other commitments. He retains his position on the Council and the HR Committee. Full Council will consider appointing a replacement Councillor to the Committee when it meets on 1<sup>st</sup> October 2019, this will also include the appointment of vice chairman.

### 4.3 Updates

- Park Walk Slopes – meeting with committee members and Open Spaces to prepare draft plan outstanding
- Dog Waste bag dispensers – donated bins installed and being used. Identified 100 bags used in 1 week from 2 locations. Sturminster Newton is looking at also installing dispensers so Town Clerk is waiting for this to be resolved so there is an opportunity to get a better price on a combined order.
- Salisbury Street Green – Open Spaces are reviewing the noticeboard outside the town hall but think it will be too large for Salisbury Street Green. Waits further information from SOSG on size and style of noticeboard
- Street Furniture on the East of Shaftesbury – this task is outstanding.
- Swimming Pool CCTV – installed and already being used in an investigation of a break in.
- Tree Preservation Orders – Request made and with the Dorset Council Tree Officers.
- Mampitts Square – Cllr Yeo has started considering the consultation. Working group still to be formed to recommend consultation aims, process, timescale and budget.



### 4.4 Actions from last ROSE Meeting 2019 07 02

#### 4.4.1

#### **R14 Sensory Garden at Great Ground**

Officer report 0719ROSE7 was received and it was **RESOLVED**:

- R14a that Members of the Committee would visit the Garden to assess the requirement for changes within the garden;
- R14b to delegate authority to the Town Clerk to move forward with any reasonable agreed changes following the Councillors visit to the Garden.

**ACTION: CLERK**

<b>R18</b>	<b>Mampitts Square</b>
	Officer report 0719ROSE9 was received and it was <b>RESOLVED</b> that:
R18a	the Committee develops a consultation strategy for the use of the land at Mampitts Square;
R18b	a working group be established. Councillor Yeo as project lead assisted by other members as required eg Open Spaces Group;
R18c	Town Clerk provided delegated authority to use Consultation Budget;
R18d	A survey of the land to be undertaken prior to any remedial work being carried out.
<b>ACTION: CLERK</b>	

<b>R15</b>	<b>Swimming Pool</b>
	Officer report 0719ROSE5 was received and it was <b>RESOLVED</b> that:
R15a	CCTV with motion sensors should be installed within the Swimming Pool area;
R15b	The Town Clerk to seek quotes for 4/5 cameras and associated equipment;
R15c	Delegated authority provided to the Town Clerk to purchase cameras within delegated budget provisions.
<b>ACTION: TOWN CLERK</b>	

<b>R17</b>	<b>Tree Preservation Orders</b>
	Officer report 0719ROSE6 was received and it was <b>RESOLVED</b> that the following applications should be submitted to the Dorset Councils Trees Officer:
R17a	the one tree in the North West corner of the Lidl site should be protected;
R17b	to request Dorset Council to protect the trees along Christy's Lane to protect the visual aspect;
R17c	to protect the trees in the area North West of the ATS site.
<b>ACTION: CLERK</b>	

#### 4.5 Wild Flower Verges

Report from Brie Logan following a wildflower verge demonstration facilitated by Dorset Council on 27/8/19

*"Throughout the spring and summer, the wildflowers of our country roads and lanes delight all who walk or drive them – or rather one would think that they delight everyone, but this is clearly not entirely so because each year, at the height of their glory, mile upon mile of them are ruthlessly cut." John Burton, Country Life, 1973.*

Taking a different approach, Plant life's vision for Britain's road verges is one where all verges are managed for wildlife as a matter of course, restoring and expanding flower-rich habitats along our road network. This will ensure the survival and natural spread of both common and rare species, for their own sake, for the sake of the wildlife they support and environmental



benefits they bring, and to enhance the contact with nature experienced by users of Britain's road network. We know that verges are under considerable pressure. Priorities for safety and access, along with budget constraints and difficulties with the collection of litter and grass clippings all mean that enhancing their wildlife value is often low on the list. But we believe that the adoption of a few basic principles can significantly improve the biodiversity on our verges, bringing benefits for wildlife, for us and for future generation<sup>1</sup>

Many towns across Dorset and the wider UK are introducing wildflower verges within the town Landscape. STC want to improve the biodiversity of our town and educate and inspire others to do the same and hopefully they will get closer to nature by visiting more green spaces.  
– the wider impact a small patch of ground can have on people is tremendous and shouldn't be underestimated

Working with highways authorities, industry, the public and conservation partners, we want to see all verges managed for wildflowers - and the wildlife they support.

The adoption of a few basic principles can significantly improve the biodiversity of our verges.

### **Managing grassland road verges: a best practice guide**

Due out summer 2019 a new technical guidance for highway authorities, their contractors and community groups is being produced in collaboration with national highways agencies, industry, and wildlife organisations and will provide detailed information and case studies on soft estate management.

Further research is needed and work is underway to seek out a wider collaboration between Sturminster Newton, Gillingham and Shaftesbury to share ideas, produce information boards and split any costs appropriately. For example, buying seeds in bulk or hiring equipment during the trial period.

The Grounds team are seeking areas that may be appropriate for a wildflower planting trial such as A30 strip and the Christy's Lane/ Linden Park junction.

The factors below are also being developed as part of the feasibility study. A full update will be presented to ROSE on 15<sup>th</sup> October and the committee will be asked to make a decision based on the facts that are presented.

- 1) Cost of machinery** - would it be better to hire equipment to each town for the respective ground's teams to carryout 2-3 cuts per annum (considering our area would be miniscule compared with that of the Dorset Council)? Exploring the sharing of costs with other Towns?
- 2) Disposal of arising's** - grass clippings would need to be emptied somewhere suitable. Area's for this and any costs would need to be identified within Shaftesbury
- 3) Dorset Council Land** - At present STC are maintaining highway verges under agreement with DC. If any of these verges were identified as possible wildflower areas, it may be cost effective to hand back to DC who have the machinery and would be applying this technique as standard practice.
- 4) Community engagement** – The key to public engagement is the need to explain the benefits of wildflower verges versus the grass cuts and the positive environmental impact benefits. Investment of time needs to be made to consult with the public to understand the preferred option and build the evidence base of support.

Photos from the Blandford Wildflower verge demonstration day on 27<sup>th</sup> August 2019

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<sup>1</sup> The Good verge guide



An example of more colourful wildflowers in another town with a polite notice to explain the planting is for the benefit of the bees and butterflies.

### Recommendation

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

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

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(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

## **5 Budget**

To consider the committee's budget requirements for 2020/2021 for recommendation to the  
General Management Committee (45 mins)

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### **5.1 Summary**

- 5.1.1 The detailed revenue budget and projects / capital budget is shown on the following pages to continue to provide the same level of service with constant review on efficiencies.
- 5.1.2 During the budget workshop, members asked for options both to cut service provision and to improve it, this will be presented to the Committee at the meeting.
- 5.1.3 Included in this presentation will be a review of the current earmarked reserves held for projects that would most naturally sit under the ROSE committee. For advance consideration, these are highlighted yellow on the following pages
- 5.1.4 Members should note that the accounts software has been upgraded offering greater reporting capabilities. Officers are still working through the additional functionality and reports may vary slightly over the next few months as a result.

### **5.2 Financial Implication**

- 5.2.1 The Committee's requirements to maintain the revenue budget and services for the current year is anticipated to be a net expenditure of £49,658.

### **5.3 Risk**

- 5.3.1 It is likely that the final adopted budget will vary from the recommendation made.

### **5.4 Recommendation**

- 5.4.1 That the Committee recommends its budgetary requirements for 2020 – 2021 to the General Management Committee

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***STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE***

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(End)

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

05/09/2019

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## Shaftesbury Town Council

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## Annual Budget - By Committee

Note: ROSE and Projects Budget 2020 - 2021

		<u>2018/19</u>		<u>2019/20</u>						<u>2020/21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b><u>ROSE</u></b>												
<b><u>101</u></b>	<b><u>Allotment</u></b>											
1104	Allotment Rent Income	1,700	1,691	0	0	1,700	0	1,700	100	1,900	0	0
	<b>Total Income</b>	1,700	1,691	0	0	1,700	0	1,700	100	1,900	0	0
4165	Water Rates	565	691	0	0	675	0	675	363	850	0	0
4250	Repairs & Maintenance	205	850	0	0	500	0	500	0	515	0	0
4275	Equipment Hire	350	0	0	0	0	0	0	0	0	0	0
4414	IT Software	165	165	0	0	169	0	169	0	174	0	0
	<b>Overhead Expenditure</b>	1,285	1,706	0	0	1,344	0	1,344	363	1,539	0	0
	<b>Movement to/(from) Gen Reserve</b>	415	(15)			356		356	(263)	361		
<b><u>102</u></b> <b><u>Cemetery</u></b>												
1105	Cemetery Income	2,300	3,433	0	0	3,722	0	3,722	2,232	3,722	0	0
	<b>Total Income</b>	2,300	3,433	0	0	3,722	0	3,722	2,232	3,722	0	0
4150	Rates & Services	424	459	0	0	588	0	588	257	598	0	0
4165	Water Rates	90	79	0	0	95	0	95	0	100	0	0
4250	Repairs & Maintenance	2,000	0	0	0	200	0	200	149	200	0	0
4414	IT Software	285	285	0	0	290	0	290	0	299	0	0
	<b>Overhead Expenditure</b>	2,799	823	0	0	1,173	0	1,173	406	1,197	0	0
	<b>Movement to/(from) Gen Reserve</b>	(499)	2,609			2,549		2,549	1,826	2,525		
<b><u>103</u></b> <b><u>General Grounds</u></b>												

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# Report 1019ROSE5

05/09/2019

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## Shaftesbury Town Council

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### Annual Budget - By Committee

Note: ROSE and Projects Budget 2020 - 2021

		<u>2018/19</u>		<u>2019/20</u>						<u>2020/21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1102	Contribution to Services	1,200	815	0	0	1,000	0	1,000	0	1,000	0	0
1103	Rents	1,000	348	0	0	915	0	915	198	915	0	0
1300	Grass Cutting Income	5,994	6,023	0	0	6,023	0	6,023	0	6,023	0	0
1301	Miscellaneous Income	0	5,481	0	0	2,174	0	2,174	2,858	2,174	0	0
1302	Memorial Bench Income	0	275	0	0	0	0	0	646	0	0	0
<b>Total Income</b>		<b>8,194</b>	<b>12,943</b>	<b>0</b>	<b>0</b>	<b>10,112</b>	<b>0</b>	<b>10,112</b>	<b>3,702</b>	<b>10,112</b>	<b>0</b>	<b>0</b>
4020	Sub Contract Labour	2,000	8,964	0	0	10,500	0	10,500	0	10,815	0	0
4150	Rates & Services	2,577	2,784	0	0	3,168	0	3,168	1,568	3,263	0	0
4155	Electricity	800	634	0	0	891	0	891	675	891	0	0
4165	Water Rates	2,300	2,096	0	0	2,300	0	2,300	1,338	2,369	0	0
4250	Repairs & Maintenance	2,200	2,041	0	0	3,050	0	3,050	626	3,124	0	0
4256	Treework	4,000	5,320	0	0	9,000	0	9,000	998	4,000	0	0
4257	Plants	1,000	174	0	0	1,000	0	1,000	0	1,000	0	0
4261	Refuse Collection	2,600	2,577	0	0	2,500	0	2,500	1,757	2,572	0	0
4265	General Supplies	350	401	0	0	420	0	420	11	430	0	0
4270	Equipment Repairs	2,000	1,114	0	0	1,500	0	1,500	1,165	2,000	0	0
4271	Equipment Purchases	2,500	2,414	0	0	2,500	0	2,500	268	2,575	0	0
4272	Fuel for Equipment	2,300	2,100	0	0	2,300	0	2,300	1,255	2,369	0	0
4273	Memorial Bench	0	0	0	0	0	0	0	608	0	0	0
4274	Rent Unit 9C	7,572	7,572	0	0	7,572	0	7,572	3,786	7,572	0	0
4275	Equipment Hire	500	562	0	0	500	0	500	92	510	0	0
4278	Alarm Costs	200	144	0	0	200	0	200	0	206	0	0
4280	Fuel for Vehicles	2,000	3,030	0	0	3,000	0	3,000	1,103	3,090	0	0
4281	Motor Expenses	1,500	2,743	0	0	3,060	0	3,060	2,946	3,152	0	0

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## Shaftesbury Town Council

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## Annual Budget - By Committee

Note: ROSE and Projects Budget 2020 - 2021

		<u>2018/19</u>		<u>2019/20</u>						<u>2020/21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4282	Hitachi Payments Mower	10,190	10,190	0	0	8,492	0	8,492	4,246	0	0	0
4285	PPE	1,000	863	0	0	1,000	0	1,000	90	1,000	0	0
4290	Playground Inspections	400	350	0	0	400	0	400	450	450	0	0
4291	Playground Repair/Maintenance	4,622	5,342	0	0	5,500	0	5,500	71	5,500	0	0
4293	Play Area Design	5,000	0	0	0	0	0	0	0	0	0	0
4299	SLA-Trinity Grounds Maintainan	1,500	1,495	0	0	1,500	0	1,500	748	1,500	0	0
4410	Telephone	0	0	0	0	0	0	0	62	0	0	0
<b>Overhead Expenditure</b>		59,111	62,911	0	0	70,353	0	70,353	23,861	58,388	0	0
<b>Movement to/(from) Gen Reserve</b>		(50,917)	(49,969)			(60,241)		(60,241)	(20,159)	(48,276)		
<b>105 Local Delivery services</b>												
1501	Street Market Rents R'ved	7,999	7,714	0	0	8,500	0	8,500	2,907	8,755	0	0
<b>Total Income</b>		7,999	7,714	0	0	8,500	0	8,500	2,907	8,755	0	0
4020	Sub Contract Labour	0	258	0	0	4,266	0	4,266	0	4,394	0	0
4150	Rates & Services	2,134	2,136	0	0	2,180	0	2,180	1,095	2,210	0	0
4155	Electricity	750	832	0	0	1,114	0	1,114	559	1,114	0	0
4165	Water Rates	2,200	1,868	0	0	2,200	0	2,200	900	2,266	0	0
4176	CCTV	0	0	0	0	2,000	0	2,000	0	2,000	0	0
4177	Bus Shelters	300	0	0	0	0	0	0	0	0	0	0
4250	Repairs & Maintenance	2,700	1,796	0	0	1,650	0	1,650	847	1,700	0	0
4260	Cleaning Supplies	1,000	635	0	0	850	0	850	513	876	0	0
<b>Overhead Expenditure</b>		9,084	7,525	0	0	14,260	0	14,260	3,914	14,560	0	0
<b>Movement to/(from) Gen Reserve</b>		(1,085)	189			(5,760)		(5,760)	(1,007)	(5,805)		

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# Report 1019ROSE5

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## Shaftesbury Town Council

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### Annual Budget - By Committee

Note: ROSE and Projects Budget 2020 - 2021

		<u>2018/19</u>		<u>2019/20</u>						<u>2020/21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>201</b>	<b><u>Town Hall</u></b>											
1201	Hall Hire	28,691	25,255	0	0	25,500	0	25,500	10,251	26,265	0	0
1203	Weddings	1,800	1,853	0	0	2,000	0	2,000	1,398	2,060	0	0
1204	Shop Rents	18,000	18,000	0	0	20,430	0	20,430	7,500	22,000	0	0
1205	Sitting Out Licence	0	0	0	0	504	0	504	0	504	0	0
1220	Solar Panel Feed in Tariff	1,500	3,428	0	0	2,000	0	2,000	0	2,060	0	0
	<b>Total Income</b>	<b>49,991</b>	<b>48,535</b>	<b>0</b>	<b>0</b>	<b>50,434</b>	<b>0</b>	<b>50,434</b>	<b>19,148</b>	<b>52,889</b>	<b>0</b>	<b>0</b>
4150	Rates & Services	6,954	6,960	0	0	7,169	0	7,169	3,560	7,384	0	0
4155	Electricity	2,200	2,035	0	0	2,362	0	2,362	1,724	2,362	0	0
4160	Gas	2,500	1,817	0	0	2,575	0	2,575	668	2,652	0	0
4165	Water Rates	200	195	0	0	250	0	250	124	255	0	0
4200	Wedding Costs	565	515	0	0	565	0	565	778	565	0	0
4230	Trinity Car Park Space	550	550	0	0	550	0	550	275	550	0	0
4250	Repairs & Maintenance	4,000	2,309	0	0	3,838	0	3,838	654	4,000	0	0
4260	Cleaning Supplies	300	361	0	0	250	0	250	151	255	0	0
4265	General Supplies	500	0	0	0	0	0	0	0	0	0	0
4271	Equipment Purchases	550	429	0	0	3,500	0	3,500	0	255	0	0
4278	Alarm Costs	500	420	0	0	500	0	500	432	515	0	0
4414	IT Software	285	285	0	0	290	0	290	0	299	0	0
	<b>Overhead Expenditure</b>	<b>19,104</b>	<b>15,875</b>	<b>0</b>	<b>0</b>	<b>21,849</b>	<b>0</b>	<b>21,849</b>	<b>8,366</b>	<b>19,092</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>30,887</b>	<b>32,660</b>			<b>28,585</b>		<b>28,585</b>	<b>10,782</b>	<b>33,797</b>		
<b>305</b>	<b><u>Swimming Pool</u></b>											

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## Shaftesbury Town Council

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### Annual Budget - By Committee

Note: ROSE and Projects Budget 2020 - 2021

		<u>2018/19</u>		<u>2019/20</u>						<u>2020/21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1220	Solar Panel Feed in Tariff	1,200	970	0	0	1,200	0	1,200	0	1,200	0	0
1301	Miscellaneous Income	0	0	0	0	0	0	0	0	2,000	0	0
1365	Swimming Pool Income	18,500	24,597	0	0	23,000	0	23,000	20,890	23,000	0	0
1367	Retail Income	0	0	0	0	2,000	0	2,000	0	2,000	0	0
<b>Total Income</b>		19,700	25,568	0	0	26,200	0	26,200	20,890	28,200	0	0
4008	Life Guard Salaries	22,000	26,647	0	0	35,400	0	35,400	13,381	36,108	0	0
4010	Staff Training	1,000	795	0	0	1,250	0	1,250	285	1,250	0	0
4150	Rates & Services	2,586	2,870	0	0	3,155	0	3,155	1,644	3,299	0	0
4155	Electricity	1,500	1,874	0	0	1,950	0	1,950	460	2,008	0	0
4160	Gas	2,200	2,193	0	0	3,235	0	3,235	1,967	3,500	0	0
4165	Water Rates	2,000	2,256	0	0	1,500	0	1,500	1,318	1,545	0	0
4250	Repairs & Maintenance	2,459	1,392	0	0	7,500	0	7,500	7,078	2,575	0	0
4260	Cleaning Supplies	220	257	0	0	300	0	300	384	300	0	0
4271	Equipment Purchases	1,000	1,046	0	0	1,000	0	1,000	1,210	1,000	0	0
4360	Chemicals	4,000	3,732	0	0	5,100	0	5,100	3,369	4,000	0	0
4362	Plant Servicing/Repairs	1,500	1,680	0	0	2,000	0	2,000	2,054	2,000	0	0
4363	DBS Checks	150	75	0	0	250	0	250	150	250	0	0
4364	Uniforms	350	288	0	0	500	0	500	316	400	0	0
4365	Music Licences	250	0	0	0	275	0	275	-148	275	0	0
4366	Retail Sales	480	855	0	0	1,000	0	1,000	1,539	1,000	0	0
4369	Aqua Fit Instructors	0	0	0	0	0	0	0	585	0	0	0
4370	Swimming Pool Advertising	1,500	869	0	0	1,000	0	1,000	710	750	0	0
4373	ATC Renewal	230	175	0	0	0	0	0	137	0	0	0
4410	Telephone	275	302	0	0	250	0	250	76	200	0	0

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## Shaftesbury Town Council

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## Annual Budget - By Committee

Note: ROSE and Projects Budget 2020 - 2021

	<u>2018/19</u>		<u>2019/20</u>						<u>2020/21</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	43,700	47,305	0	0	65,665	0	65,665	36,515	60,460	0	0
<b>Movement to/(from) Gen Reserve</b>	(24,000)	(21,737)			(39,465)		(39,465)	(15,625)	(32,260)		
<b>ROSE - Income</b>	89,884	99,883	0	0	100,668	0	100,668	48,979	105,578	0	0
<b>Expenditure</b>	135,083	136,145	0	0	174,644	0	174,644	73,425	155,236	0	0
<b>Movement to/(from) Gen Reserve</b>	(45,199)	(36,262)			(73,976)		(73,976)	(24,447)	(49,658)		

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## Shaftesbury Town Council

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## Annual Budget - By Committee

Note: ROSE and Projects Budget 2020 - 2021

		<u>2018/19</u>		<u>2019/20</u>						<u>2020/21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Reserves &amp; Projects</b>												
<b>901 Reserves &amp; Projects</b>												
1301	Miscellaneous Income	0	165,326	0	0	0	0	0	2,117	0	0	0
	<b>Total Income</b>	0	165,326	0	0	0	0	0	2,117	0	0	0
4902	Community Hall Cockrams	13,000	0	13,000	0	0	0	13,000	0	0	0	13,000
4903	Traffic Calming	2,500	1,150	3,150	0	0	0	3,150	2,495	0	0	3,150
4904	Toilets	30,500	31,254	0	0	0	0	0	0	0	0	0
4906	Playground Equipment	20,217	18,405	1,812	0	15,000	0	16,812	0	15,000	0	1,812
4910	Street Furniture	24,647	336	24,311	0	0	0	24,311	0	0	0	24,311
4911	Castle Hill	0	0	4,680	0	3,402	0	8,082	4,680	0	0	4,680
4913	Town Centre Enhancement	7,109	0	0	0	0	0	0	0	0	0	0
4914	Ground Cover Planting	754	734	0	0	0	0	0	0	0	0	0
4917	Cycle Route	11,500	0	0	0	0	0	0	0	0	0	0
4918	CCTV	10,000	12,450	0	0	0	0	0	0	0	0	0
4919	Cobbles	1,000	0	0	0	0	0	0	0	0	0	0
4922	Vehicles	8,005	0	8,005	0	14,267	0	22,272	1,260	14,267	0	8,005
4923	Grit Bins	4,000	0	4,000	0	0	0	4,000	0	0	0	4,000
4924	Heritage Lanterns	10,000	0	10,000	0	0	0	10,000	0	0	0	10,000
4926	Strategic Tree Works	5,273	3,300	1,973	0	0	0	1,973	0	0	0	1,973
4928	Replacement IT Equipment	5,000	749	3,597	0	4,000	0	7,597	0	4,000	0	3,597
4930	Jubilee Steps Enhancement	10,000	0	10,000	0	0	0	10,000	0	0	0	10,000
4931	Swimming Pool Running costs	31,079	1,934	29,145	0	12,000	0	41,145	23,476	0	0	29,145
4932	Neighbourhood Planning Group	9,970	9,689	7,663	0	0	0	7,663	8,389	0	0	7,663

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## Shaftesbury Town Council

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### Annual Budget - By Committee

Note: ROSE and Projects Budget 2020 - 2021

		<u>2018/19</u>		<u>2019/20</u>						<u>2020/21</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4933	A30 Allotment Site	25,000	0	25,000	0	0	0	25,000	1,611	0	0	25,000
4935	Shaftesbury Bee Friendly	303	303	0	0	0	0	0	0	0	0	0
4936	EMR Project Boll	10,000	5,750	70,250	0	9,078	0	88,328	0	40,264	0	70,250
4937	Wild About Shaftesbury	0	1,098	3,402	0	0	0	3,402	0	0	0	3,402
4939	Commuted Sum King Alfred's Way	0	0	70,444	0	0	0	70,444	0	0	0	70,444
4940	Commuted Sum Little Shilling	0	0	12,500	0	0	0	12,500	0	0	0	12,500
4941	Memorial Stone Maintenance ED	0	0	2,450	0	0	0	2,450	0	0	0	2,450
4942	Litter Free Dorset	0	0	0	0	0	0	0	76	0	0	0
<b>Overhead Expenditure</b>		<b>239,857</b>	<b>87,153</b>	<b>314,382</b>	<b>0</b>	<b>57,747</b>	<b>0</b>	<b>372,129</b>	<b>41,987</b>	<b>73,531</b>	<b>0</b>	<b>314,382</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(239,857)</b>	<b>78,173</b>			<b>(57,747)</b>		<b>(372,129)</b>	<b>(39,870)</b>	<b>(73,531)</b>		
<b>902 Capital Replacement Reserve</b>												
4905	Town Hall Building Fund	75,695	706	74,989	0	0	0	74,989	0	9,035	0	74,989
4907	Grounds Equipment	2,000	2,000	0	0	0	0	0	0	0	0	0
4916	Bus Shelters	3,500	0	3,500	0	0	0	3,500	0	0	0	3,500
4918	CCTV	0	0	0	0	5,000	0	5,000	0	0	0	0
<b>Overhead Expenditure</b>		<b>81,195</b>	<b>2,706</b>	<b>78,489</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>83,489</b>	<b>0</b>	<b>9,035</b>	<b>0</b>	<b>78,489</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(81,195)</b>	<b>(2,706)</b>			<b>(5,000)</b>		<b>(83,489)</b>	<b>0</b>	<b>(9,035)</b>		
<b>Reserves &amp; Projects - Income</b>		<b>0</b>	<b>165,326</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,117</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>		<b>321,052</b>	<b>89,859</b>	<b>392,871</b>	<b>0</b>	<b>62,747</b>	<b>0</b>	<b>455,618</b>	<b>41,987</b>	<b>82,566</b>	<b>0</b>	<b>392,871</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(321,052)</b>	<b>75,467</b>			<b>(62,747)</b>		<b>(455,618)</b>	<b>(39,870)</b>	<b>(82,566)</b>		

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## **6 Queen's Commonwealth Canopy (QCC)**

To consider an invitation from the Woodland Trust and The Rt Hon Frank Field MP DL,  
Member of Parliament for Birkenhead (10 mins)

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### **6.1 Summary**

#### **6.1.1 The Council has received the following correspondence regarding the Queen's Commonwealth Canopy (QCC) and is invited to accept a donation of trees;**

*"I am writing to ask whether you will accept a donation of trees from the Woodland Trust to plant in the area under your stewardship to link your local area with the Queen's Commonwealth Canopy (QCC).*

*Over 500 MPs agreed to be part of this initiative last year and planted trees in their constituencies, and many bishops and archdeacons have also responded positively to the initiative. I am contacting you because the constituency of Poole, within your archdeaconry is as yet unrepresented by the QCC.*

*The Queen's Commonwealth Canopy was launched at the Commonwealth heads of Government Meeting in 2015. It grows out of the work of Cool Earth, a charity I founded with Johan Eliasch, which works with indigenous rainforest communities to prevent climate change through deforestation. The Queen has embraced this initiative with great enthusiasm.*

*The QCC presents a rare opportunity to unite the whole Commonwealth family and save one of the world's most important natural resources – forests. By creating a pan-Commonwealth network of forest conservation projects, the QCC will mark Her Majesty the Queen's service to the Commonwealth while conserving indigenous forests for future generations.*

*I understand that climate change and environmental protection are concerns for the Church of England, and that the Church is specifically committed to reducing its carbon footprint. Might I suggest, therefore, that accepting this tree might also form part of your own environmental campaign?*

*If you would like to take part in the initiative, please send an email to [frank.field.mp@parliament.uk](mailto:frank.field.mp@parliament.uk), including the best address for delivery.*

*Some further information:*

- The trees are all UK sourced and grown and are likely to be either a Hazel, Birch or Rowan.*
  - They will be delivered in time for planting season in October*
  - The trees will be just 40-60cm in height on delivery and will grow to approximately 8-10m.*
  - Full instructions for planning and maintenance will be sent out with the tree.*
  - The tree could be planted as an individual specimen, as long as it is properly protected, or as part of existing planting.*
- I do hope you will take up this offer.*

### **6.2 Financial Implication**

#### **6.2.1 There is no financial implication arising from this report. There is minimal staff impact which will be absorbed in the routine business of the team.**

### **6.3 Recommendation**

#### **6.3.1 That the Committee accepts the offer of trees. (Delegated to the Town Clerk all aspects including location to discharge this decision. Completion by 30<sup>th</sup> November 2019. Financial Implication £0.)**

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

---

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

## **7 Fingerpost Restoration Project**

To resolve to invest in renovating 2 heritage fingerposts and allocating hours for the STC  
Grounds team to manage this as a winter project (5 mins)

---

### **7.1 Summary**

- 7.1.1 Two of the Shaftesbury fingerpost signs are in a poor state of repair and continuing to decline. See Appendix B
- 7.1.2 A member of the Grounds team was invited to attend a fingerpost restoration workshop undertaken by a representative of the AONB
- 7.1.3 The member of staff now has the knowledge and motivation to carry out this task to a high Standard with support from the AONB team if needed.
- 7.1.4 Lack of ownership has historically been an issue. Research has been undertaken and STC have the authority to complete the work.

### **7.2 Financial Implication**

- 7.2.1 Equipment needed – line number 4271 (equipment purchases) balance £2,113
- 7.2.2 Spend needed £164.95 (Jigsaw, Sander, Bench Grinder, Jigsaw blades, Needle file set)
- 7.2.3 Materials needed – line number 4250 (Repairs and Maintenance) balance £2,381
- 7.2.4 Specialist paint £109.33
- 7.2.5 Hardwood (Oak) panels £75
- 7.2.6 Aluminium numbers £202.50
- 7.2.7 Staff cost to be in the region of 2 days (16 hours) at a cost of £168

### **7.3 Legal Implications**

- 7.3.1 None at this stage

### **7.4 Risk**

- 7.4.1 If STC do not intervene with a solution the posts will continue to deteriorate

### **7.5 Recommendation**

- 7.5.1 STC resolve to adopt the Fingerpost restoration project and commit to the resource (indirect cost of Grounds team member) and expenditure of no greater than £600 for equipment and materials.  
End.

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## ***STRATEGIC PLAN AREA: ASSET MANAGEMENT***

---

(End)

Report Author: Brie Logan, Business Manager

## Appendix B.

### Fingerpost sign at St James common



**Example** of completed project (image from the restoration workshop)



## **8 Mampitts Square**

To agree the condition of the land (land preparation) in advance of transfer from Persimmon to  
STC (5 mins)

---

### **8.1 Summary**

8.1.1 The land transfer from Persimmons is underway. The current state of the land is poor and in need of attention prior to handing the land to STC.

8.1.2 There are 3 options for STC to consider:

- (a) Do nothing and Persimmon transfer the land in its current poor state
- (b) Scrape the bumps in the land, level off the land and remove the weeds
- (c) As per point (b) plus lay topsoil and sow grass seed across the area

*Excerpt from ROSE minutes on 18 09 2018:*

#### **R10 Mampitts Square**

*Officer report 0918ROSE9 was received and the following was **RESOLVED**;*

- *to specify to Persimmon Homes a 6ft Deer fence on the West, East and South boundary.*
- *to organise an initial public consultation based on results of the survey, draw up plans for options arising from that consultation and progress to final consultation before implementation.*

8.1.3 Please refer to Appendix C which shows an image of the land that is due for transfer by Persimmon to STC.

8.1.4 The hilltop litter pickers are currently managing the waste/ litter in this area however there needs to be an official solution in place with DWP emptying the bins once the land is handed over.

### **8.2 Financial Implication**

8.2.1 None at this stage

### **8.3 Legal Implications**

8.3.1 None at this stage

### **8.4 Risk**

8.4.1 Persimmon have requested a preferred option by STC in advance of land being transferred. A delay may cause the default position of option A.

### **8.5 Recommendation**

8.5.1 To resolve to confirm to Persimmon that option C is the preferred plan and reconfirming the resolution made in September 2018.

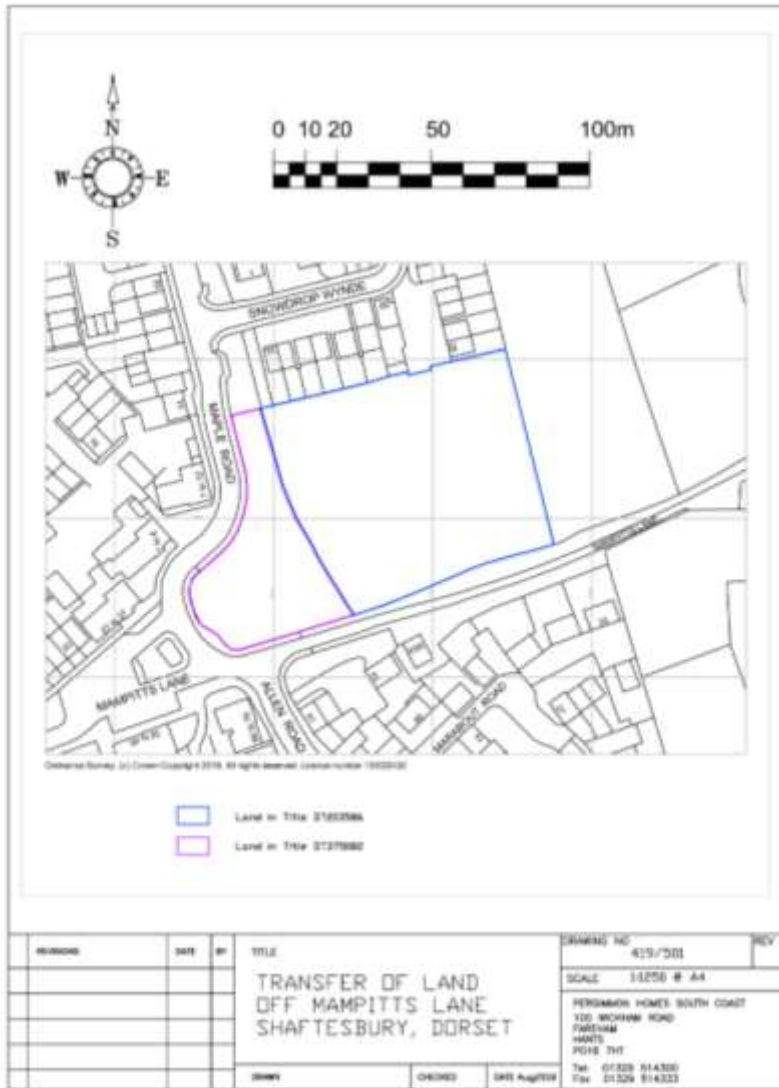
8.5.2 To resolve to form an agreement with DWP in relation to the bin collection frequency in this area

(End)

Report Author: Brie Logan, Business Manager



## Appendix C.



View of land at Mampitts Square





## **9 St James Allotments**

To seek to transfer the land from Dorset Council (was NDDC) to Shaftesbury Town Council

### **9.1 Summary**

- 9.1.1 The North Dorset Council Officer was emailed a list of assets on 4<sup>th</sup> July 2018 (see appendix E). A follow up conversation took place for each of the assets on the report.
- 9.1.2 Officer report 0718FC4 was received and it was RESOLVED to request a District Valuation
- 9.1.3 (DV) report for all land in Shaftesbury owned by North Dorset District Council - this report included St James allotments. No DV report was received.
- 9.1.4 The Legg (St James) allotments has a complex history. An STC Officer has been liaising with the STC Solicitor about this land transfer (as per GEM resolution on 2019 06 04 – see agenda paper on appendix F). The Solicitor advised there may be a need to progress this application via the adverse possession route.
- 9.1.5 Further research has identified the Town Council has been managing the site as ‘non-statutory’ (common law) allotments for several decades.
- 9.1.6 To enable the Town Council to ‘future proof’ such a long-term commitment to the community, STC need to submit a request that Dorset Council transfers the ownership of freehold of the land to the Town Council so that the status of the allotments can be converted to ‘statutory’ (based on laws or statutes).
- 9.1.7 Advice recently received has recommended that an application is made by STC via an Asset Transfer business case using the Dorset Council ‘property: community use offer’ business case template. Once this has been processed by Dorset Council and IF approved then the STC and Dorset Council solicitor can be engaged in managing the legal process of the land transfer.

### **9.2 Financial Implications**

- 9.2.1 None at this stage.

### **9.3 Legal Implications**

- 9.3.1 Small holding and Allotments Act 1968, ss.23,25 (Power to provide land for allotments and to enter into allotment tenancies in or outside the council’s area)

### **9.4 Risk**

- 9.4.1 None at this stage

### **9.5 Recommendation**

- 9.5.1 Shaftesbury Town Council resolves to complete an application to Dorset Council to transfer the ownership of the freehold of St James allotments to the Town Council.

Appendix D.

Agenda item – report 0718 FC4 – detailing North Dorset owned assets as at July 2018

**Report 0718FC4 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 03 July 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

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**4 Asset Acquisition**

To consider making requests of the District Council for public owned assets

**4.1 Summary**

4.1.1 The Clerk, Cllr Taylor and North Dorset have met to discuss the potential transfer or sale of assets from North Dorset District Council to Shaftesbury Town Council.

4.1.2 The assets to be debated are;

4.1.2.1 Angel Lane Carpark

4.1.2.2 Armoury Yard

4.1.2.3 Bell Street Car Park

4.1.2.4 Coppice Street land adjacent to Tesco

4.1.2.5 Eastern Development Open Spaces and SUDS

4.1.2.6 Longmead carpark and depot

4.1.2.7 St James Allotments

4.1.2.8 Tourist Information Centre

4.1.3 For each asset, the Council should consider the community value of the asset, any financial value of the asset and asset liability to determine whether there is an inclination to make a request for each one.

4.1.4 The Clerk will then make representation to the District Council for each asset which will then be considered by the relevant officers and Asset Management Board.

**4.2 Financial Implication**

4.2.1 There is no expenditure identified within this report. Financial implications of transfers are identified in 'detail' below.

**4.3 Legal Implication**

4.3.1 Local Government Act 1972 s124 provides for acquisition of land by agreement by parish councils for the purpose of any of their functions or the benefit, improvement or development of their area.

**4.4 Risk**

4.4.1 There are risks associated with all assets, that the cost to maintain and the burden on the public purse outweighs the financial or community value attained by their acquisition.

**4.5 Recommendation**

4.5.1 That the Council writes to the District Council registering interest in the below listed assets and that delegated authority is given to the Clerk for transfer of requested assets for peppercorn value.

## Appendix E. – excerpt from GEM agenda 2018 06 04

STC No.	Property Description	Deeds Held Y/N	Action Required	Registration fee	Adverse possession fee**	Lease compliant Plan	Land Registry charges
24	Open Space at Brionne Gardens	No	Council to check if they hold any Conveyances.	£531	£597	£250	£243
25	Barton Hill	Leases held but nothing further	Council to check if they hold any Conveyances.	£531	£597	£250	£243
26	Ivy Cross (Bray) Allotments	No	Council to check if they hold any Conveyances as only Deed of Exchange found which relates to sale of The Bray in exchange for Land at The Rec (dated 31 December 1973).	£531	£597	£250	£243
27	Play Area at Ash Close	Yes	Property Registered (copy title attached), no further action required.	£0	£0	£0	£0
28	Lease of Boys Club; Football Club	Yes	This is an ongoing transaction which Cath is currently dealing with. As a new Lease is also being agreed on the Youth Club, this will trigger compulsory first registration and this will be dealt with separately once the Lease completes.	£531	£0	£0	£243
29	Legg (St James) Allotments	Yes	First registration required.	£531	£597	£250	£243
30	Enmore Green Playing Field; Donkey Field; and Allotments	Yes	Property registered (copy title attached) but Lease will need to be added if an agreement with Enmore Green Playing Field Group is reached.	£0	£0	£250	£0
TOTAL ESTIMATED COST £7,508				£2,655	£2,388	£1,250	£1,215

## **10 Officer Report**

To update the Committee on the performance of the Oasis Pool for the 2019 season. To acknowledge the report and consider the improvements in advance of budget setting for 2020/ 2021. Further report to follow at Full Council in January 2020 as this spend is in excess of the ROSE limit as per Terms of Reference and scheme of delegation

### **10.1 Recommendation**

10.1.1 That the report be received and noted:

### **10.2 Background**

10.2.1 The report as shown in Appendix G provides all of the information relating to the 2019 season, the user experience feedback (summarised from the user survey), sales performance, maintenance/ operations, positive and constructive feedback from the users and suggestions for improving the experience for the 2020 season.

### **10.3 Financial Implications**

10.3.1 None arising directly from this report. Further report to follow in January 2020 and this will detail each proposed item of expenditure to further enhance the pool experience for the 2020 season

## **1. Legal Implications**

The Council has the General Power of Competence

End.

Report Author:

Brie Logan

Business Manager

## Appendix F.

Weekly Feedback- 2019 SeasonTakings Summary:

	2018	2019	% Increase/decrease 2018-2019	2016	2017
Adult	£8,402.50	£7,205.00	-14%	£5,348.00	£4,706.50
Child	£9,492.50	£9,149.00	-3%	£8,777.50	£6,952.00
Concession	£209.00	£849.10	306%	£345.00	£186.00
Family Swim	£3,462.00	£3,196.00	-7%	£2,074.00	£1,688.00
Adult Loyalty Card	£1,520.00	£1,240.00	-18%	£945.00	£1,085.00
Child Loyalty Card	£1,300.00	£1,200.00	-7%	£500.00	£775.00
Kids Inflata Fun	£1,477.00	£1,412.00	-4%	N/A	£1,752.50
General/Party Hire	£2,114.50	£3,549.00	68%	£1,480.00	£1,457.50
Retail Sales	£1,218.16	£2,219.07	82%	£927.79	£1,043.09
AquaFit	N/A	£998.00	100%	N/A	N/A
<b>Totals:</b>	<b>£29,195.66</b>	<b>£31,197.17</b>	<b>7%</b>	<b>£20,592.29</b>	<b>£19,645.59</b>

Total takings for this season were up from **£29,195.66** in 2018 to **£31,197.17** in 2019 despite last season being an incredibly warm summer for long periods whereas in 2019 heatwaves were shorter and in less frequent spells. As a result, individual admissions are all down including family swims and loyalty card sales due to the more favourable weather last year.

- The reason for such an increase in Concession tickets sold this season (**306%**) is due to both child and concession sales both mainly being put under the same till department in 2018.
- We exceeded **£1,000** in total daily takings on two separate occasions (23<sup>rd</sup> & 25<sup>th</sup> July), with the worst day being **£4.80** on 11<sup>th</sup> September towards the end of the season.
- Card payments accounted for **£8,355.12** of total income demonstrating that a card machine offers more convenience for our customers.
- When the children went back to school on Monday 2<sup>nd</sup> September takings dropped significantly and the weather appeared to be no longer a factor. We took £332.40 from 2<sup>nd</sup>- 8<sup>th</sup> September and £653.41 in the last week of season. However, the regulars were grateful that the season continued for a further two weeks! Revenue vs satisfying customers.
- The pool closed for one day and a half due to poor weather whereas last season we closed on two Sundays for the same reason.
- Retail sales were up by **£1,000.91** due to introduction of goggles, swim hats, towels and nose clips etc. **Total profit= £573.07.**
- Aquafit revenue of £998.00 with class numbers averaging 5/6 people and instructor costs of £875. Look into keeping Tuesday and Sunday morning classes, potentially introduce a weekday evening class next season 7-8pm. **Total profit= £123**
- **£17.84 in discrepancies** on cash ups due to human error on a basic till that does not prompt change due to customers.
- Local schools (Shaftesbury Primary and Wilton Primary) made use of the pool this season with income of **£1,944.00**. Something to look into next season and encourage more schools to make use of the pool during the term time e.g. Weekdays 11am-3pm.
- Naked Swimming sessions generated **£280 (26 people in July)** in 2019 compared with **£345** in 2018.

- We had 8 inflatable, 5 float parties and 2 general hires this season generating **£1,235.00** compared with 5 inflatable, 6 float parties and 1 general hire in 2018 totalling **£845.00**. However, there was also North Dorset Sub Aqua and Guys Marsh Prison hiring the pool adding a further **£924.00** to the income in 2018.

### **Increase in Takings this Season due to:**

- Introduction of card machine making it far more convenient for customers to pay for swims, party bookings and retail.
- Increase in total party bookings by £390.
- Additional school bookings during term time hours (Shaftesbury Primary and Wilton Primary).
- Price increases i.e. 50p increase on adults and child prices, family swim also increased from £10 to £12.
- Additional retail on offer e.g. Goggles, swim hats, towels and nose clips etc.
- Introduction to a variety of new sessions- Aquafit and an increase in adults only sessions
- New poster designs and timetables (Term and Holiday) improved our advertising campaign and helped communicate with customers what sessions we have on offer and when.
- Highly active Facebook page with regular posts and paid ads.
- Timetable improvements e.g. adults only introduced at midday to help break up long sessions.
- Improved publicity- regular Facebook posts and sharing on public forums, flyers distributed to all local schools, Tesco, Tourist Information Centre and around the town. Thisisalfred podcasts helped to inform customers of our progress, A-board snap frame displayed at Tesco entrance and banners put up at the town hall, Barton Hill & Tesco roundabout. Fringe and Gillingham & Shaftesbury Guide advertisements also increased awareness.
- Effective management of bather loads, using a band system to control large influxes and maximum of 90 minutes swim time during busy periods.
- Refurbishment of showers, changing rooms and poolside contributes to improved user experience with many customers commenting on the “fresher look.” (see comments)
- Effective and efficient communication with customers throughout the season via email, Facebook and phone queries.
- Friendly staff with good customer service generating repeat business.
- High standards of cleanliness although when very busy difficult to maintain.
- Improved atmosphere with our music sound system.
- Improved viewing area with tables and chairs was appreciated particularly by parents accompanying and watching children play in the pool.
- Consistently good pool temperature throughout the season.

### **Repair works during opening hours this Season:**

- 4 displaced pool tiles due to adverse weather and exposure to outdoor environment.
- Pool covers torn/ripped due to high winds
- Cold showers- 2 weeks during holiday period due to lime scale blocking heat exchanger
- Urinal blocking regularly throughout season due to crystallisation in soakaway drainage (never been an issue in the past)
- Leaks in reception area due to water trickling down from gaps in roof- Advised to be investigated by Franks during off season.
- Pool heating lost for a couple of days due to check valve needing to be replaced.

- Cloudier water on hot/busy days due to filtration system not being able to cope with large influxes of people and sunlight (burns pool chemicals). Pool plant room designed for indoor usage as that is how it was before the roof collapsed!

#### Customer Survey Feedback- 76 responses

- **57.8%** of people heard about the pool through **word of mouth**, with **56.3%** through **Facebook**. **Adverts and flyers** appear less effective with **25%** and **7.8%** respectively.
- **94.7%** of customers completing the survey feel the **admission prices are good value for money**.
- Customers would like to see the following improvements:
  - ✓ **Retractable roof 41.2%**
  - ✓ **Improved toilet facilities 39.7%**
  - ✓ **Full lido experience with sun loungers 39.7%**
  - ✓ **Café 35.3%**
  - ✓ **Changing room enhancements 33.8%**
- For those that were a first-time visitor at the pool **80% found it easy to find** with 14.5% finding it slightly difficult.
- **89.2%** of customers **would visit the pool more often if the opening season was extended**, however this appears to be weather dependent and evidently once the children go back to school in September the footfall reduces significantly.
- **94.7%** of people **enjoyed their visit** to our swimming pool. However, there was also feedback that parking was difficult, customers would like to stay for longer periods, changing rooms lacked cleanliness (most likely on very busy days) and the pool felt overcrowded.
- **94.6% of people are aware of our additional sessions** including Adults Only Swimming, Aquafit and Kids Inflata Fun, proving that the posters created help to improve awareness.
- Additional classes that customers would like to be introduced:
  - ✓ Swim session for younger swimmers
  - ✓ Swimming Lessons
  - ✓ Toddler sessions
  - ✓ Midday Aquafit classes
  - ✓ Lane swimming not just for adults
  - ✓ Mother and Baby Classes
  - ✓ Night-time swims
  - ✓ Stroke improvement classes- adults & children.
  - ✓ Earlier morning opening times for adults e.g. 6:30am weekdays
- **72.6%** of responses **would purchase a season ticket** if this was an option for the 2020 season, with 27.4% opting not to. That being said, it's very difficult to put a figure on what to charge and there are complications depending on when people purchase the ticket e.g. someone paying for one in May Half-Term vs. purchasing one in June. Personally, I feel that we would generate more income from loyalty cards (12 swims for the price of 10) than a season ticket with unlimited swims.
- Feedback as to what would have made customers visit more enjoyable:
  - ✓ Cleaner toilets
  - ✓ Somewhere to sit
  - ✓ People not using the toilets as changing areas
  - ✓ Better concessions for regular daily users
  - ✓ Earlier opening hours at weekends

- ✓ Warmer water
- ✓ Café
- ✓ Inflata fun for under 8's (not possible with our pool depths and recommendation from supplier is that the inflatable should be used by over 8's).
- ✓ Private showers
- ✓ More adults only times
- ✓ Better changing rooms
- ✓ Being able to sit beside the pool (lifeguards asked to encourage people to sit in viewing area, difficult to allow when very busy as the pool area is already very crowded).
- ✓ Extended opening hours at weekends e.g. after 4 or 5pm
- ✓ Sun loungers
- ✓ Larger seating/viewing area
- ✓ A4 print outs displayed around building rather than just relying on Facebook
- ✓ More information about Dorset Max Card

**Positive Comments/Reviews from customers (Google, Facebook and Survey):**

- "It's a lovely pool to have...lovely lifeguards...very clean...nice changing rooms...good value...just too small around the outside of pool."
- "Excellent value and the staff are friendly and professional. I regularly recommend it to friends."
- "Lovely Pool - really clean and great fun for all especially young children as there are lots of toys and floats to play with. The water temperature was perfect and lifeguards are always friendly."
- "Great experience, very clean & well looked after. Staff friendly excellent all round!"
- "Staff are very helpful, always smiling and happy to chat with customers. I swim most mornings and swimming at Oasis makes for a good start to the day. Nothing better than swimming in the open air, even in the rain."
- "A real hidden gem. Water is perfect temperature. Old fashioned in the nicest possible way. Like stepping back into summer holidays of my childhood!"
- "A friend & I went to Aquarobics on a wet, chilly Tuesday morning in June. We were the only attendees but loved the experience. The water was wonderfully warm, as was the welcome. A delightful place and we're looking forward to going again."
- "Fantastic outdoor pool. Clean and well maintained. I wish we had one in our town."
- "Cheap to get in. One other group in there. Water was a lovely temperature. Can't find anything to fault."
- "Great place for all the family to go to, I totally recommend for the holidays."
- "Warmest changing rooms around."
- "Great local open-air pool"
- "Great for kids and nice and warm"
- "Grandkids loved it"
- "Delightful and welcoming staff, beautifully painted and looked after building. Wonderful welcoming garden. Excellent advertising! Heating in changing rooms on chilly days"
- "A café area would be great but what you have in the space you have is good, really glad we have you guys in Shaftesbury, our kids love it"



- “The charm of this much appreciated facility is its ‘low key’ atmosphere- as named- as oasis and refuge from the outside world. To all the staff: Thank you very much for being friendly and helpful throughout the season. I look forward to returning next year!”
- “Love it! Such an asset to the town”
- “The pool is loved by my grandchildren aged 8-13 years old. They have used it all summer. Thank you”
- “Love an early morning swim. The shower improvement was hugely appreciated”
- “Fantastic place, warm water, warm changing rooms, a lot of fun.”

### Suggested Improvements for 2020 Season:

- New Till (Zonal?)- Ideally touch screen to prevent human error also specifying change given.
- New bike rack as old one is no longer sufficient in pathway (quote already sent to Tracy).
- Defibrillator- nearest defib is located at The Freemasons which requires an access code to open cabinet and retrieve defib. The delay from collapse to delivery of the first shock (from the defib) is the single most important determinant of survival. If defibrillation is delivered promptly survival rates as high as 75% have been reported. **The chance of successful defibrillation declines at a rate of more than 10% each minute of delay before a defib is used.** This highlights the importance of having a defibrillator onsite in the event of cardiac arrest.
- Lifeguard chair- difficult to see the bottom of the pool when busy from a lower seated/standing position. (quote from last season)
- Disabled hoist and making the facility more disabled friendly through access.
- Improved barriers coming from Barton Hill park side (near allotments) to prevent access when closed- multiple break-ins throughout the season which led to CCTV, motion sensors being installed.
- New urinal for men’s toilet area as the urinal was blocking regularly due to crystallising in drainage, taps also getting jammed. (quotes being obtained)
- Refurbishment of toilet areas- new toilets, sinks and sloped floor areas with drains.
- Additional showers- perhaps 3 on poolside (suggested to install some in changing rooms as well however may not be practical with current building design).
- Improved viewing area (extension required as when busy was far too small)
- Larger reception area with improved display of retail stock on offer as it was very cramped in the lifeguard’s opinion and difficult for customers to see what we had available from current set up.
- Lane rope and directional signage for adults only session (fast lane & slow lane) as when busy with current set up (open pool) you can only have so many people swimming up and down before weaving in and out is necessary.
- Shallow end boom for school bookings in particular as it helps to divide the pool and keep non/weak swimmers in the shallow end without going out of their depth.
- Improved filtration in plant room- new filter to help with cloudiness of water when very busy. (quote being obtained from Spruce)
- New floats and toys as minimal equipment purchases made during 2019 season and many of the toys are broken.
- Increased storage for floats and toys- JPL
- Improved stock tracking- stock tracker now implemented, stock rotation- new till with prices would also help track stock.

- Timetable improvements- increased number of adult only sessions, potentially 2/3 Aquafit sessions- look into bringing evening adults only session forwards to 6-7pm weekdays.
- Investigate Speedo/Zoggs as goggles supplier- issues with first order of goggles breaking due to poor quality. However once replaced with another product, sales were fairly good.
- Flyer to display Term and Holiday timetables- create posters for other information such as prices and sessions on offer etc.
- Improved party information distributed to party organisers including prices, rules and regulations, anticipated numbers etc.
- New clock- Shallow end
- Improved signage on entrance doors- several customers couldn't find entrance easily.
- Locker keys beginning to rust already with 1 locker door not functioning properly.
- Water supply in plant room would be beneficial for topping up chemical tanks etc.
- Investigate area to store pushchairs rather than on poolside/viewing area
- Adapt bank holiday opening hours depending on weather
- Investigate town council cleaner coming in mon, weds and fri mornings to clean toilets etc. as very difficult to maintain cleanliness on busy days.
- Music device required for sound system- cheap ipod?
- New rollers for sweepie (pool hoover)- several times it didn't function correctly as it got stuck on drains leaving the pool dirty the next morning. (quote being obtained from Andrew)
- Mind your head sign above viewing door- low level ceiling leading to taller people banging their heads.
- Swimming pool photo's for advertising material next season
- Clean/remove steel pole across middle of pool- Huge cost anticipated!
- Goggles stands/displays for retail area
- Perhaps look into increasing some of the prices slightly as majority of customers felt prices overall were incredibly good value for money.
- Booking system on busy days to be investigated
- Introduction of inflatable loyalty cards- perhaps add an additional session (Tues, Fri and Sunday?)
- Use training budget for senior meetings/staff training etc. This season only £285 of £1,250 budget used so far.
- Improve marketing for Aquafit- numbers adequate but would need better attendance to make classes more profitable next season! (Tesco/convenience stores noticeboards, doctor's surgery, word of mouth- bring a friend and both get it for £5, encourage a friend to buy a pass and get a free session?)
- Lines on bottom of pool for lane swimming- would require drainage and high cost!
- Improved website and develop Instagram page.
- Record daily temperatures/weather to compare against takings
- Child protection measures? Procedures?
- Shatterproof mirrors in changing rooms to replace current glass ones.
- Timetable outside front gates when closed on term timetable.
- Encourage school bookings weekdays after May Half-Term to boost income- recruit swimming teachers to help out if needed.
- Look at opening pool at 3:30pm June/July on Term Timetable if staffing availability allows.

- Produce excel spreadsheet with all requirements before starting work e.g. Application form, interview, contracts of employment, qualifications, competency test & staff training, induction (shadow shifts?), employee handbook, PSOP's and risk assessments etc.
- Shower gel dispensers
- New pool covers- investigate electronic reel system. (Quote to be obtained from pool specialist)
- Arrange with grounds team a specific day/time to come in and carry out maintenance tasks each week i.e. Monday morning.
- Pool can lose 2-3 degrees in a day if weather is cold/wet- Only open if the weather allows and pool temperature can be maintained.