



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons

e-mail: enquiries@shaftesbury-tc.gov.uk

Website: www.shaftesbury-tc.gov.uk

VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's Recreation, Open Spaces 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 12 November 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 Councillor, 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 APOLOGIES3**
To receive and consider for acceptance, apologies for absence (1 min)
- 2 DECLARATIONS OF INTEREST3**
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)
- 3 MINUTES3**
To confirm as a correct record, the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee. (1 min)
- 4 REPORTS8**
To receive and note reports from Advisory Committees, Shaftesbury Open Spaces Group, Tree Group, Officers and any other organisations on matters relating to the work of the Committee. (5 mins)
- 5 SOUTHERN SLOPES11**
To consider feedback on 1st draft of slopes management plan (10 mins)

6	WILDFLOWER VERGES TRIAL	12
	To consider a trial in 5 Shaftesbury locations and to assess feedback from the community throughout this period before further rollout is considered	(5 mins)
7	CYCLE SPEEDWAY	15
	To consider a request from Shaftesbury Rotary Club for STC to take on the lead role as the main facilitator to deliver the Cycle Speedway project.	(5 mins)
8	DONKEY FIELD COMMUNITY ORCHARD.....	21
	To seek approval for the Council to enter into a legal Deed of Dedication affording protection to Donkey Field, Community Orchard	(5 mins)
9	HIRE OF COUNCIL LAND REQUEST	23
	To consider a request from a Shaftesbury resident/ event organiser to facilitate a 'Party in the Park' event over the Fringe weekend at St James Park	(5 mins)
10	TREE PLANTING PROPOSAL IN WINCOMBE RECREATION GROUND AND ASH CLOSE.....	25
	To consider a request from the Tree Group to plant 150 trees across these 2 locations in East Shaftesbury	(5 mins)

(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

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

1 Apologies

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

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)

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)

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

Recreation, Open Spaces and Environment Committee

15/10/2019



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, 15 October 2019 commencing at 7.31 pm.

Members Present

Councillor Cook (Chair, for part of the meeting) Councillor Yeo
Councillor Hall (Chair, for part of the meeting) Councillor Loader

Absent:

Councillor Proctor

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Zoe Moxham, Office Administrator
Mike Wakely, Head Groundsman

In Attendance:

2 members of public
1 member of the press
Councillor Hollingshead

MINUTES

In the absence of the Chair and Vice 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;

- St James footpath – it was asked whether any actions were going to be taken to amend this footpath.
The Clerk gave a verbal report as to the background and stated that the current action was to raise the soil edging the path and grass seed to soften the edges. It was agreed to add an item on to the next Recreation Open Spaces and Environment Committee meeting to update the public and review any potential actions.

ACTION: TOWN CLERK

Recreation, Open Spaces and Environment Committee

15/10/2019

- Tree Planting – A representative from the Shaftesbury Tree group reported that he had access to trees free of charge that he suggested could be planting at Wincombe Recreational Ground and Ash Close for this planting season. *The head groundsman responded that consultation needs to take place before planting any trees. The Business Manager responded that a 5-year tree planting plan is being undertaken and any planting should correspond to this. It was AGREED to discuss this outside of the meeting and include an item on the next Recreation Open Spaces and Environment Committee meeting to decide what course of action to take.*

ACTION: TOWN CLERK

Meeting Commenced: 7:45 pm

R10 Apologies

Apologies were received and accepted from Councillor Proctor due to personal commitments.

R11 Declarations of Interest and Dispensations

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

- R11a Councillor Yeo and the Town Clerk declared an interest in Item 8, Mampitts Square due to living in close proximity to the area.

R12 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 2nd July 2019 with the following amendments;

- Page 1 – correct 'Vic' to 'Vice'
- Page 2 – R4 correct 'RESVOLVED' to RESOLVED.

The minutes were duly signed.

R13 Reports

- R13a Officer report 0919ROSE4 was received and noted.

R14 Budget

- R14a Officer report 0919ROSE5 was received and the following was **RESOLVED**;

- R14b that the Committee recommends the cemetery charges for 2020 – 2021 remain the same to the General Management Committee.

- R14c that the Committee recommends its budgetary requirements for 2020 – 2021 to the General Management Committee as per the report.

- R14d It was AGREED to research costs and any health and safety considerations for re-erecting fallen memorial stones, to update the committee at the next Recreation Open Spaces and Environment Committee meeting.

ACTION: TOWN CLERK

Recreation, Open Spaces and Environment Committee

15/10/2019

R15 Queen's Commonwealth Canopy (QCC)

R15a Officer report 0919ROSE6 was received but not discussed as the offer did not apply to the council area.

R16 Fingerpost Restoration project

R16a Officer report 0919ROSE7 was received and it was **RESOLVED** to adopt the Fingerpost restoration project and commit to the resource (indirect cost of Grounds team member) *(Delegated to the Town Clerk all aspects to discharge this decision. Completion date to be determined by the Town Clerk. Financial implication up to £600 for Staff, equipment and materials, budget lines - 4271 and 4250.)*

ACTION: BUSINESS MANGER

R17 Mampitts Square

R17a Officer report 0919ROSE8 was received and the was **RESOLVED**;

R17b to confirm to Persimmon that option C, scrape the bumps in the land, level off the land and remove the weeds, plus lay topsoil and sow grass seed across the area, is the preferred plan.

R17c to request a 4-bar wooden post and rail fencing along the North West, South West and East boundaries, with a 5-bar gate for vehicle access and a 5-bar gate for pedestrian access along the North West and South West boundary. To retain the current hedge along the South boundary. Style to match Wincombe Park Recreation Ground.

8.41 pm Councillor Hall arrived at this point and took over as Chair of the meeting.

R17d to resolve to enter into negotiations with Dorset Waste Partnership in relation to bin collections in this area. *(Delegated to the Town Clerk all aspects to discharge this decision. Completion date to be determined by the Town Clerk. Financial implications £0)*

ACTION: BUSINESS MANAGER

R18 St James Allotments

Officer report 0919ROSE9 was received and it was **RESOLVED** to complete an application to Dorset Council to transfer the ownership of the freehold of St James allotments to the Town Council. *(Delegated to the Town Clerk all aspects to discharge this decision. Completion date to be determined by the Town Clerk Financial implications £0)*

ACTION: BUSINESS MANAGER

R19 Officer Report

R19a Officer report 0919ROSE10 in relation to Shaftesbury Oasis was received and noted.

Recreation, Open Spaces and Environment Committee

15/10/2019

There being no further business, the meeting was closed at 9:04pm.

Signed

Date

4 Reports

To receive and note reports from Advisory Committees, Shaftesbury Open Spaces Group, Tree Group, Officers and any other organisations on matters relating to the work of the Committee.(5 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 Updates (including actions from the last meeting)


- **Dog Poo Bag Dispensers** - 4 of the 6 dispensers have been installed and the final 2 will be installed once locations have been agreed.
- **Memorial Stones** - It was AGREED to research costs and any health and safety considerations for re-erecting fallen memorial stones, to update the committee at the next Recreation Open Spaces and Environment Committee meeting.
The cost and legal implications are still being researched and a full report will be provided to the committee in January.
Sensory Garden at Great Ground – awaiting quotes and a full report will be provided to the committee in January.
- **Mampitts Square** – See action plan Appendix A
- **Fingerpost Restoration Project** – All scoped up and ready to start, awaiting wet-weather day.
- **St James Allotments** – Formal letter requested land transfer along with business case submitted 30th October.
- **Tree schedule** – Verbal officers report
- **St James Path** – Verbal officers report

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

Appendix A.

Action	Who	When	Update following council meeting on 15/10/2019
Land survey to be undertaken to establish the gradients across the whole of the area of land.	Joe	8 th November	
Agree the depth of the area to be levelled (based on outcome of survey) – the current thinking is to drop the level down by half a metre as any lower will impact on the tree roots. This recommended depth will follow the fence line to the <i>NORTH</i> side of the site.	Joe	Mid-November	The council resolved to instruct Persimmon to convert the land from its current state (construction spoil and overgrown with ragwort) to a levelled state free of any contamination, lay top soil and sow grass seed across the whole of the area.
Agree the perimeter fencing resolution (based on deer fence resolution made by the ROSE committee in 2018) post the ROSE committee meeting on 15/10. At this stage it is likely that Persimmon will erect a post x 2 timber rails on the EAST side of the site (adjacent to the SUDS corridor) and keep the bund in position (adjacent to Wincombe Lane) to block the access point to the SUDS land. Deer fence to be debated at ROSE.	Brie to update Joe on Wednesday post decision being made.	16/10	<p>The council resolved NOT to erect deer fencing around the perimeter of the land.</p> <p>On the EAST perimeter (adjacent to the SUDS corridor) the council have requested 4-bar wooden post and rail fencing as shown on the image below.</p> <p>On the NORTH-WEST corner there needs to be 4-bar wooden post and rail fencing with a 5-bar gate (to enable vehicle access) and a wooden pedestrian access gate as shown on the image below. The same design needs to be replicated on the SOUTH-WEST corner.</p> <p>The SOUTH boundary has a natural hedged area in situ therefore does not need any additional fence protection.</p> <p>The NORTH boundary (adjacent to the houses) already has fencing in situ.</p> 

The sump area on the <i>WEST</i> of the site needs to be investigated re drainage issues as the build-up of water is evident.	Steve	Mid-November	
Understand ownership of coppiced area/hedgerow to the <i>SOUTH</i> side of the site. Is there a plan to transfer ownership of this area to STC?	Steve to investigate	End of October	
There are 11 parcels of open space (see PDF attachment) where the land is owned by Persimmon. This information has been extracted from documents dated 2009. I have summarised each zone with the commuted sums as per the word attachment (please note this was completed in 2018 so the position may have changed since then). As discussed there appears to be some ambiguity with this so clarity on each zone would be much appreciated	Joe	End of October	
Look at the potential/ options available for land to be transferred to STC (based on contract review and feasibility exercise) as highlighted on the attached PDF map.	Joe	End of October	
The sales office was on the grassed area to the <i>WEST</i> of the site. What happened to the services - power, water & drains that were serviced from the office?	Steve	End of October	

Appendix A. cont...

5 Southern Slopes

To consider feedback on 1st draft of slopes management plan

(10 mins)

5.1 Summary

- 5.1.1 At a meeting of the Committee on 28th May 2019, it was resolved to liaise with the Shaftesbury Open Spaces Group to draft a management plan for the vegetation on the slopes adjacent to Park Walk. Suggestions of adding wildflowers and calling the area a nature reserve were discussed at the meeting.
- 5.1.2 A group of experts, including Countryside Rangers, Arboriculturists and representatives from the Open Spaces Group, Tree Group and Green Infrastructure Group met with the Town Clerk and Grounds Team to explore options for the various areas of the slopes at Castle Hill and the Southern Slopes.
- 5.1.3 The draft plan prepared is available at <https://www.shaftesbury-tc.gov.uk/recreation-open-spaces-and-environment-rose/> and currently just covers the southern slopes. It is acknowledged that Council officers have already started reviewing the Castle Hill management and Bury Litton to eventually arrive at a comprehensive management of the slopes North, South and West of the town.
- 5.1.4 The Committee is asked for a steer on the management plan in its current form, an indication of the time frame for delivery and whether it meets the expectations of the Committee from the outset in May.
- 5.1.5 Comments have also been sought from the attendees at the meeting mentioned at 5.1.2.
- 5.1.6 Following consideration of those comments and incorporating any changes, it is anticipated that this plan will be put forward to a meeting of the Full Council for adoption in January 2020.

5.2 Financial Implication

- 5.2.1 There is no financial implication arising from this report, indicative costs of the project are included in the project plan.
- 5.2.2 Additional works identified will be costed and brought to the committee for resolution.

5.3 Legal Implication

- 5.3.1 Legal considerations are outlined in the plan

5.4 Risk

- 5.4.1 Risk management is incorporated into the plan

5.5 Recommendation

- 5.5.1 That the Committee adopts the first draft Southern Slopes plan and provides additional feedback for incorporation into draft 2 ahead of presentation to Council.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE OUTDOOR

(End)

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

6 Wildflower Verges Trial

To consider a trial in 5 Shaftesbury locations and to assess feedback from the community throughout this period before further rollout is considered (5 mins)

6.1 Summary

- 6.1.1 At the ROSE committee meeting on 15th October 2019 an update was presented to the committee to share the demo experience from the Dorset Highways team about the benefits of Wildflower verges.
- 6.1.2 A recent meeting with a local Wildflower expert suggested the preparation of the trial plot areas in the Autumn of 2019. To speed up the cleaning of the plot before planting generally the plots would be sprayed with glyphosate. The soil zone needs to be sterile prior to planting the seeds.
- 6.1.3 The aim is to plant 4 varieties of seed this autumn. This approach will enable the Shaftesbury community to select their preferred options in advance of further rollout which will be based on the evaluation of the trial.
- 6.1.4 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.

6.2 Financial Implication

- 6.2.1 For the trial the current grounds team equipment is fit for purpose.
- 6.2.2 A rotavator would need to be hired in at a cost of £20 per day to prepare the land – maximum of 5 days needed
- 6.2.3 The cost of the seeds would be up to £85 per KG and 5 grammes covers one square metre. The trial area measures 3154 square metres therefore the expected cost is up to £1400
- 6.2.4 5 public information signs at the cost of £8.34 each – grand total £41.70



6.2.5 Longer term

At present STC are maintaining highway verges under agreement with Dorset Council. If any of the Dorset Council highways verges were identified as possible wildflower areas in the future the agreement would need to be reviewed and amended under mutual consent.

- 6.2.6 An equipment review is currently underway and options for consideration will be presented to Full Council on 14th January 2020

6.3 Legal Implication

- 6.3.1 None at this point

6.4 Risk

- 6.4.1 None at this point

6.5 Recommendation

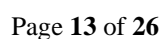
- 6.5.1 STC resolve to undertake the Wildflower verge trial in 5 locations across the town;

6.5.2 STC resolve to delegate the selection of seeds (4 different varieties) to the Business Manager in consultation with Shaftesbury in Bloom and the Open Spaces Group.

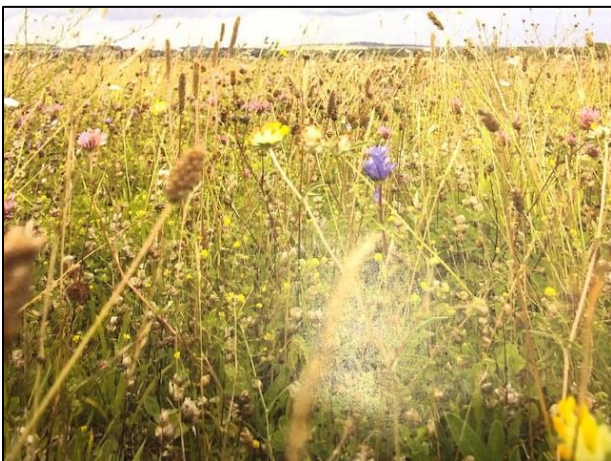
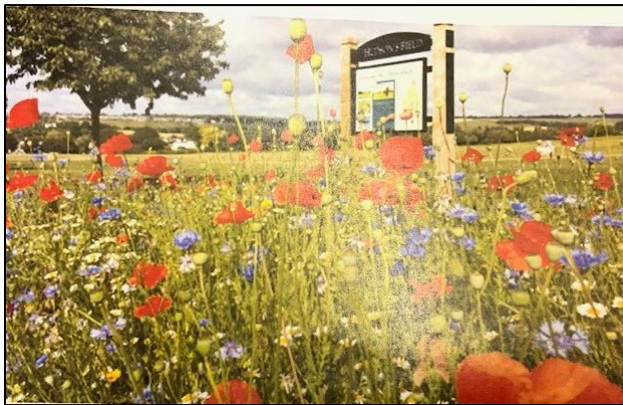
6.5.3 STC resolve to introduce signage in each trial area to inform the public of the benefits of wildflower verges.

Report Author:

Appendix B.



Examples of different seed mix and flower options:



7 Cycle Speedway

To consider a request from Shaftesbury Rotary Club for STC to take on the lead role as the main facilitator to deliver the Cycle Speedway project. (5 mins)

7.1 Summary

- 7.1.1 Refer to Appx C which provides a progress report which was circulated to STC in January 2018. The implementation plan on Appx D illustrates the lease proposal, governance controls, funding and finance, construction and payment.
- 7.1.2 Numerous meetings have happened throughout 2018/ 2019 and the project has been ongoing since 2017. An intent to lease document was prepared by the STC Solicitor in March 2018. Little progress has been made since this date.

7.1.3 Email to STC from Rotary (14th October 2019)

With reference to the David Kennedy Sport England email which I previously sent to when he made a helpful and generous suggestion. I am hopeful that the Council will consider accepting this new opportunity to finally secure the £100,000.00 community grants. Regrettably I fear that if we do not change direction as suggested the moment will have passed. I accept that the Town Council will have to be brave and farsighted (but without any financial risk) and trust to the much quoted comment from the 1989 film, field of dreams "If you build it they will come " a view shared by Hugh de longh when he visited the Poole facility for the first time. I equally share the foregoing belief and am confident that a thriving club would quickly follow. I have the core of a club committee but membership without the facility in place is proving too big a challenge. Irrespective of the club formation this is still a major community asset for everyone to use with virtually no maintenance.

I would welcome the opportunity to meet with the designated Councillor and your good self to see if the Council will take the lead role with of course the continued full support of Shaftesbury Rotary Club.

7.1.4 Email to Sport England from Rotary (28th October 2019)

I did forward your last email to Shaftesbury Town Council and asked if they would consider taking the lead role as you had generously suggested. Their relevant committee does not meet until the middle of November so I am afraid that an answer will not be forth coming until later in the year.

I am very aware that you have kept our application open for nearly 2years so I can well understand that you may have to make a decision to close down.

Best wishes and thank you for all your support.

7.2 Financial Implication

- 7.2.1 There is no financial implication arising from this report.

7.3 Legal Implication

- 7.3.1 Legal considerations are outlined in the plan

7.4 Risk

- 7.4.1 The Cycle Speedway project does not feature in the STC strategic plan. To date this project is owned and managed by the Rotary Club

- 7.4.2 Officer time has been allocated to manage the STC priorities in line with the strategic plan.
- 7.4.3 Investment of time to an extra project may impact on other projects that have already been agreed.
- 7.4.4 To date a planning application has not been presented to the LPA. Planning permission needs to be approved as the track is classified as an engineering structure. A pre-app was submitted in August 2018. An excerpt from the response is below:

The provision of a permanent cycle speedway track would require planning permission. As the land is already public open space, the principle of such an installation maybe supported subject to site specific criteria which in this case would be visual impact and public amenity. Given the fairly limited extent of construction needed, I would not expect concerns about the visual impact. With regard to public amenity, these sorts of installations left unsupervised can attract antisocial behaviour and in particular where there is no natural surveillance such as from a road, footpath or housing. You are locating this some distance from housing where the likelihood of noise or offence to neighbours is less likely. Some natural surveillance would be possible from users of the footpath such as dog walkers. However, some users of the footpath maybe deterred from so doing if this is likely to attract groups of people that are not participating in the cycling activity.

7.5 Recommendation

- 7.5.1 There is no officer recommendation due to it falling outside the scope of the Strategic Plan

(End)

Report Author:

Brie Logan, Business Manager

CYCLE SPEEDWAY – ROTARY CLUB SHAFTESBURY PROJECT**PROGRESS UPDATE JANUARY 2018**

Background: The expectation from the Rotary club is that the project is at a point where to make progress the lease agreement needs to be in place.

Tony Morgan has produced a dossier of information which I have read and digested and have shared this summary with Luke Kirton who is the Councillor lead for the strategic plan residents lifestyle – outdoor projects.

I have also reflected on the minutes from GEM on 30th September – exert below:

Minutes from GEM 30th September 2017

G19 Cycle Speedway Officer report 0917GEM7 was received. The Committee RESOLVED to support the Cycle Speedway at Wincombe Recreation Ground in principle and open discussion with the Rotary. The Committee sought more specific information; a costed business case and implementation plan before terms of a lease and precise location within the ground could be agreed

Considerations:

1. The dossier of information provides all the relevant information to support the project. Please be reminded that this is a ROTARY SHAFTESBURY PROJECT and not a Shaftesbury Town Council project.
2. STC has been supportive of the project since it was presented to the Council on November 2016.
3. Funding is in place and has been driven solely by the Rotary club and is as follows

Lottery Community Asset Fund	£40,000
NDDC Section 106	£50,000
Shaftesbury Rotary Club	£10,000
Total	£100,000

The only other known operating cost is the top-up of shale aggregate every 3 to 5 years and insurance at an annual cost of less than £100

4. The £100,000 is in line with the anticipated cost as supplied by Poole Cycle Speedway club (established 1974) and British Cycling to build the track to the correct specification and to the correct safety standards.
5. The Rotary club are comfortable that the required level of consultation has been completed and this includes schools and the Maltings Residents Association
6. All questions that were raised by the Committee relating to the project were answered at a meeting with the Town Clerk and responses from TM were summarised in an email on 22nd November 2017
7. The proposed location for the Cycle Speedway track has been reconsidered and an alternative position has been found following a recommendation from the OSG (open Spaces Group)/ ROSE Committee

8. The Rotary Club/ STC representative are planning to engage with a representative from Persimmon Homes in the near future about the new location and in order to gain easier access to the construction area
9. The Cycle Speedway is an open access track for all types of bikes for the benefit to the whole community except times where there are dedicated training events and competitions
10. A detailed business case will become relevant when the SHAFTESBURY SPEEDWAY CYCLE CLUB is formed and Shaftesbury Rotary club as the enabling body will ensure all key officers are in post. The same applies for the SHAFTESBURY SPEEDWAY CYCLE TRUST (name of trust TBC) which will be formed as the independent governing body to the club.
11. The lease needs to be in place to enable the funds to be unlocked (that have been offered and pledged)
12. Once the funds have been unlocked the SHAFTESBURY SPEEDWAY CYCLE CLUB in partnership with the Shaftesbury Rotary Club will appoint a Project Manager to establish the Speedway Club and oversee the construction, specification and tendering process and will see the project through to completion status.
13. An implementation plan has been produced – please refer to separate document
14. It is expected that the asset of the track will sit with STC as owners and custodians of the land. It is the expectation by SRC that the Heads of terms will reflect a reversionary lease
15. The project manager would be responsible for applying for planning permission as the project would be deemed to be an engineering structure. All corresponding consultation evidence with residents would be needed to support the planning application
16. FINANCE, LEGAL and RISKS have all been considered by the Rotary Club and are detailed in the considerations above

Conclusions:

The CYCLE SPEEDWAY is a SHAFTESBURY ROTARY CLUB PROJECT however STC have to be comfortable (as the responsible body) with the governance of the project as the land will be leased to the SHAFTESBURY SPEEDWAY CYCLE TRUST (name of trust TBC) on a peppercorn rent basis.

The Rotary Club are very committed to driving a genuine collaborative partnership with STC and see this project as opportunity to work together for the greater good of the community.

The Rotary Club have worked tirelessly to get the project to this point and need the agreement with the lease in order to progress the project to the next stage

Mitigate the need for the chicken and egg scenario and progress the need for the SRC Solicitor to draft up a Heads of Terms lease to save any delays with the project

Recommendation:

A progress update is given to the ROSE Committee on Tuesday 9th January and this report is shared with the members so they are all up to date and prepared for the full Council meeting on 30th January 2018.

An implementation plan has been prepared by the Rotary Club which demonstrate indicative timescales on all aspects of the project. The implementation plan will presented to the Full Council on 30th January 2018 in line with the minutes from 26th September 2017. This approach will help align all parties in terms of timescales and overview of the project and what next.

Tony Morgan to engage with the Rotary Club Solicitor to draw up the Heads of Terms with the lease. Reiterate the SHAFTESBURY SPEEDWAY CYCLE TRUST will be in place to govern the project and will be made up of Trustees as follows:

2 members from the Rotary Club

1 members from Shaftesbury Town Council plus 1 officer to support the project in the early stages

2 members from the SHAFTESBURY SPEEDWAY CYCLE CLUB

The governing body (TRUSTEES OF THE TRUST) as above will be responsible for signing the lease once the heads of terms have been agreed by both STC as the land owners and SHAFTESBURY ROTARY CLUB as the owners of the project.

A draft heads of terms lease to be ready to sign in preparation for the full Council meeting on 30th January 2018. Please note: STC would need to be in a position to have the draft lease one week prior to the meeting in order for the papers to be circulated.

Lease is clearly subject to planning permission being granted by NDDC and appointment of the SHAFTESBURY SPEEDWAY CYCLE TRUST to manage the governance of the Club.

Appendix D.

Shaftesbury Rotary Club
Implementation Plan for the Cycle Speedway project

The information based below is a timeline of expected actions post a 25 year lease being granted at a peppercorn rent when the Full Council meet on 30th January 2018

LEASE	<p>Lease to be granted by STC to a charitable Trust (CT) to consist of one nominated Town Council Member, Two nominated Shaftesbury Rotary Club (SRC) Rotarians and two nominated members of the proposed Shaftesbury Cycle Speedway Club (SCSC). At the same time or shortly after the CT will grant a sublease to the proposed SCSC. Details of both leases to be agreed by STC and SRC.</p> <p>It is expected that the asset of the track will sit with STC as owners and custodians of the land. It is the expectation by SRC that the Heads of terms will reflect a reversionary lease</p>	30 th January 2018
Formation of the SHAFTESBURY CYCLE SPEEDWAY CLUB <i>Including governance and business/ operating plan</i>	<p>SRC working with the three schools, Barton Hill Trust, The Maltings Residents Association and by social media will promote the opportunity for the following officers, Chair, Secretary, Treasurer, Safe guarding and compliance all engaged as the key personnel officers for the SCSC. General committee members to follow as when determined by activities. (the constitution of the club will mirror where relevant and practical the advice given by Poole Cycle Speedway Club (PCSC) and being ever mind full this is an "open access" track)</p> <p>The business plan will be constructed by the SCSC committee members in partnership with the SRC (Shaftesbury Rotary Club) and Poole CSC (Cycle Speedway Club)</p>	<p>It is expected that the Trust will be in place by the 30th April 2018 and the SCSC committee by 31st July 2018</p>
Funding and Finance.	<p>It is anticipated that during the three months (30th January 2018 to the 30th April 2018 the £100,000.00 will be available and secure in the Shaftesbury Rotary club's separate bank account</p>	30 th April
Preliminaries and construction.	<p>The newly formed SCSC with the assistance of SRC to engage a project manager to apply for planning permission as the project would be deemed to be an engineering structure. The project manager and SCSC to liaise with PCSC and British Cycling to finalise technical details of the track specification and safety requirements. The project manager will produce a list of suitably qualified and experienced companies for the SRC and SCSC to approve and then proceed to send out tender documents and accept the received best value submission</p>	Anticipated to take three months (30 th April 2018 to 31 st July 2018).
Construction and payment	<p>The track construction and associated works to commence as soon as the contract details are signed, and planned to be completed within a three month period. All progress payments will be met by SRC on certification by the project manager</p>	31 st July 2018 to 31 st October 2018

8 Donkey Field Community Orchard

To seek approval for the Council to enter into a legal Deed of Dedication affording protection to Donkey Field, Community Orchard (5 mins)

8.1 Summary

- 8.1.1 STC own the freehold of the land known as The Donkey Field, Enmore Green, Shaftesbury.
- 8.1.2 ROSE committee resolved to enter into a licence agreement with the Donkey Field Community Orchard (ROSE report 1116). This agreement will stay as a live document and serves as a formal agreement to manage the area for the benefit of the community.
- 8.1.3 Both Enmore Green Playing Field and Donkey Field are both eligible for protection with a Fields in Trust Deed of Dedication. Enmore Green playing field is currently in the process of being registered via the STC Solicitor under deed of dedication protection as per the resolution made by the GEM committee on 4th June 2019
- 8.1.4 Fields in Trust is an independent charity with over 90 years' experience protecting parks and open spaces. The organisation works with landowners, community groups and policymakers to champion the value of parks and green spaces to achieve better protection for their future at both local and national level.
- 8.1.5 Fields in Trust's 'Green Spaces for Good' programme can protect any publicly accessible park or green space including playing fields, play areas and nature reserves. The protection instrument - a Deed of Dedication – is used to protect designated sites in perpetuity but ensures that ownership and management remain firmly with the landowner.
- 8.1.6 Following discussions with officers in consultation with the Donkey Field trustees it is proposed that the Donkey Field Community Orchard would be ideal for this Programme.
- 8.1.7 Confirmation was received from the Friends of the Community Orchard on 29th October 2019 to formally request that the Donkey Field be included, as public open/recreational space, with Enmore Green Playing Field in the Deed of Dedication with Fields in Trust.
- 8.1.8 If STC wishes to include Donkey Field then a draft Deed of Dedication will be prepared by the Fields in Trust representative for consideration and approval by STC upon completion.

8.2 Financial Implication

- 8.2.1 None. The FiT organisation is approved to manage the process thus avoiding STC solicitor involvement and avoidance of costs.

8.3 Legal Implication

- 8.3.1 None

8.4 Risk

- 8.4.1 None

8.5 Recommendation

- 8.5.1 STC resolves to approve the request for the Donkey Field Community Orchard to be registered by Fields in Trust via the Deed of Dedication protection instrument.

End.

Report Author:
Brie Logan - Business Manager

9 Hire of Council Land request

To consider a request from a Shaftesbury resident/ event organiser to facilitate a 'Party in the Park' event over the Fringe weekend at St James Park (5 mins)

9.1 Summary

- 9.1.1 In June 2018 the 'Hire of Council Land' policy was adopted and in August 2018 charging structure was introduced for commercial activity/ events. Note – the charge for community and not for profit/ charity events is zero
- 9.1.2 A request has been received by a professional event's organiser to facilitate a 'party in the park' event over the Fringe weekend.
- 9.1.3 The Party in the Park event was historically part of the Gold Hill Fayre weekend and proved very popular with both visitors and residents.
- 9.1.4 The Shaftesbury Fringe ranks as the third biggest Fringe in the UK and has gone from strength to strength over the past four years. Over 170 performances in 30 venues attracted thousands of people over the 2019 Fringe weekend
- 9.1.5 This proposal would mean that St James park would be a venue (in terms of the acts that choose to book this venue). The organiser would have to coordinate all the bookings and facilitate the delivery of the activity as well as management of 'the venue' (as outlined in appendix E)
- 9.1.6 A post event review will be conducted to understand the benefits of this event and impact on the town both from a cultural and commercial perspective.

9.2 Financial Implication

- 9.2.1 Commercial organisations are charged a day rate of £500 (this would be classified as a medium event – 50 to 499 people). If STC saw this venue as a commercial event, then the potential loss of income would be £1,000.

9.3 Legal Implication

- 9.3.1 None at this stage

9.4 Risk

- 9.4.1 None at this stage

9.5 Recommendation

- 9.5.1 STC resolve to embrace this event as a benefit to supporting the community and the economic benefits associated with the Fringe weekend
- 9.5.2 STC agree to treat this request as non- commercial and waive the hire of council policy charges as an isolated request.

(End)

Report Author:

Brie Logan - Business Manager

Appendix E.

– formal request from the ‘party in the park’ event organiser

Further to our recent discussion, here is a little more information on my event proposal.

Event: "Music In The Park", St. James

Saturday & Sunday of the Fringe weekend.

10am - 6pm.

Covered stage.

Audience on the grass slope.

Free entry, no boundary fencing.

Food/drink stalls.

Toilet and rubbish facilities provided.

Marshals and first aid in attendance.

Motivation

So why am I considering organising this?

Four years ago I started the Fringe (with the help of my partner, [Redacted], and of [Redacted]). I took 6 months off work to do that and so it cost me a lot of lost income. However, I was very happy to have done it for the benefit of the town.

Fortunately a team appeared to take on the work of continuing to run and improve it. And they have been doing an excellent job - with me sitting on the committee as an advisor.

Recently we have been discussing what the next step is with the Fringe - and there isn't an obvious one except to add venues each year and hopefully see the number of shows grow organically.

However, throughout the town there is huge affection for the previous Music In The Park event that was part of Gold Hill Fair. This was before I moved here and, as I understand it, was ceased due to issues with alcohol and poor behaviour in the evening.

This set me thinking that a similar event but restricted to daytime and aimed at families might have the benefits of the 'music festival' vibe without much risk of drunkenness and the consequent problems. I believe it might begin to take the Fringe to another level with benefits to the town culturally and commercially.

Finance

I would like this to be a free event for the public.

Income to the event is restricted because the main income would usually be from alcohol sales or rent from mobile bars but only if there's a lot of alcohol consumption ... and that's something I actively want to discourage. So there's very little opportunity for income.

Costs would be: stage/acts/facilities/insurance/etc. ... many thousands.

The difference would have to be made up from grants/sponsorship.

Bearing in mind all the above and the time it would take me to organise this I don't feel able to do it for nothing as I did for the Fringe - I would run it commercially and hope to pay myself for my time. I understand this would normally mean that the use of the Park would be chargeable. I am, however, requesting that with finances being difficult for this event and bearing in mind the possible benefits to the town, that the event be treated on the same basis as a not-for-profit one and the charge be waived for the first year.

10 Tree Planting proposal in Wincombe recreation ground and Ash Close

To consider a request from the Tree Group to plant 150 trees across these 2 locations in East Shaftesbury (5 mins)

10.1 Summary

- 10.1.1 The Open Spaces Group and the Tree Group have drawn up a provisional list of places where it would be desirable to plant more trees, both for the enjoyment of the public and as a small gesture towards the global climate crisis.
- 10.1.2 As part of this programme, the Groups would like the committee's support for planting on the 2 sites in the positions shown on the sketch plan as illustrated in the appendix F.
- 10.1.3 The Tree Group is in the process of developing a town Tree plan for Shaftesbury.
- 10.1.4 The Neighbourhood Plan (GI project 3) states the need to work with local landowners, developers, relevant local groups and experts to carry out suitable planting schemes. Policy SFGI1 sets out to protect the important and locally valued Green space. The important treed areas (identified within the Green infrastructure audit) should retain their treed character.
- 10.1.5 Where the loss of trees is unavoidable, replacement planting will be sought in order to maintain the treed character of the local area.
- 10.1.6 The planting proposal would involve 150 bare root saplings (up to a metre high), close planted in fenced off enclosures. This would allow for some early failures and subsequent thinning as the remainder develop.

The species would be a mixture of: -

- Italian Alder
- Field maple
- Hornbeam
- Sweet chestnut and
- Sycamore

10.2 Financial Implication

- 10.2.1 Estimated cost would be up £1,500 but may be lower if the plants can be donated by relevant charities and the actual planting is carried out by the grounds staff and/or volunteers.

10.3 Legal Implication

- 10.3.1 None at this stage

10.4 Risk

- 10.4.1 None at this stage

10.5 Recommendation

- 10.5.1 The ROSE committee resolve to support the development of the Town Tree plan.
- 10.5.2 That the Committee recommends inclusion of the above proposal (Wincombe and Ash Close) for implementation following adoption of the tree plan (see recommendation 1)

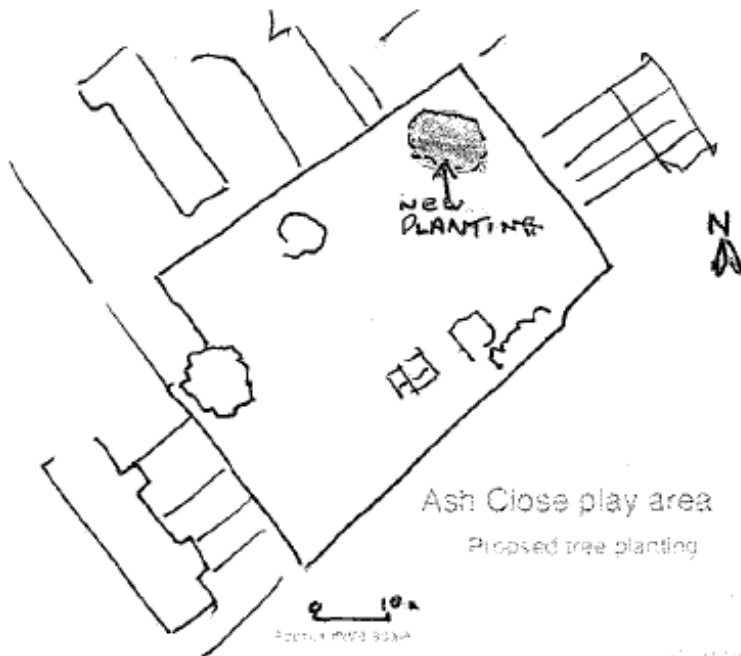
End.

Report Author:
Brie Logan - Business Manager

Appendix F.

Suggested slots for tree planting:

2-year-old whips planted at 1 metre spacing within a fenced enclosure.



Wincombe Lane Recreation Ground

Proposed new tree
planting 2019/20

