



# Shaftesbury Town Council

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

You are summoned to a meeting of the Recreation, Open Spaces and Environment Committee for the transaction of the business shown on the agenda below. To be held at **7.00pm** on **Tuesday 26 March 2019 in the Council Chamber, Shaftesbury Town Hall**

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

All other recipients for information only

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

## Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

## Agenda

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|----------|--|----------|
| <b>1</b> | <b>APOLOGIES .....</b>   | <b>3</b> |
|          | To receive and consider for acceptance, apologies for absence .....  | (3 mins) |
| <b>2</b> | <b>DECLARATIONS OF INTEREST .....</b>  | <b>3</b> |
|          | Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received..... | (3 mins) |
| <b>3</b> | <b>MINUTES .....</b>   | <b>3</b> |
|          | To confirm as a correct record, the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee. ....   | (5 mins) |
| <b>4</b> | <b>REPORTS .....</b>   | <b>7</b> |
|          | To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations.....  | (5 mins) |
| <b>5</b> | <b>A30 ALLOTMENTS .....</b>  | <b>8</b> |

	To receive an update report on the provision of allotments on the A30 and resolve the architect for the project.....	(5 mins)
<b>6</b>	<b>SALISBURY STREET GREEN</b> .....	<b>10</b>
	To note the Heads of Terms for transfer of Salisbury Street Green.....	(2 mins)
<b>7</b>	<b>BOWLING CLUB</b> .....	<b>12</b>
	To consider the location for planting a hedge at the Bowling Club.....	(5 mins)
<b>8</b>	<b>BELL STREET TOILETS</b> .....	<b>14</b>
	To receive Post Implementation Review of the project .....	(10 mins)

**Bibliography**

Open Spaces Act, 1906 s10. [Online]

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

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

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

Small Holding and Allotments Act, 1908 ss23, 25. [Online].

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

(End)

## **1 Apologies**

To receive and consider for acceptance, apologies for absence (3 mins)

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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**

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## *STRATEGIC PLAN AREA: POLICIES, PROCEDURE AND GOVERNANCE*

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## **2 Declarations of Interest**

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received. (3 mins)

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### **2.1 Background**

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

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

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## *STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT*

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## **3 Minutes**

To confirm as a correct record, the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee. (5 mins)

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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 22<sup>nd</sup> January 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 22<sup>nd</sup> January 2019 commencing at 7.33pm.

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### Members Present

Councillor Hall (Chair)  
Councillor Loader

Councillor Cook

### Absent:

Councillors Kirton, Proctor and Jackson

### Officers Present:

Claire Commons, Town Clerk  
Brie Logan, Business Manager  
Zoe Moxham, Office Administrator

### In Attendance:

2 members of public, (Representing Shaftesbury Open Spaces Group)  
2 members of the press

## MINUTES

### Public Participation

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

#### R43 Apologies

Apologies were received and accepted from Councillors Kirton and Proctor due to personal commitments and Councillor Jackson due to work commitments.

#### R44 Declarations of Interest and Dispensations

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

#### R45 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 20<sup>th</sup> November 2018. They were duly signed.

**R46 Officer Report**

Officer report 0119ROSE3 was received and noted.

**R47 Tree Planting**

Officer report 0119ROSE5 was received and it was **AGREED** to delegate scoping a proposal of planting a tree native to Syria or creating a peace garden in acknowledgment of the refugee families in Shaftesbury, to the Town Clerk in consultation with Councillor Cook and members of the Shaftesbury Tree group.

ACTION: TOWN CLERK

**R48 Park Walk – Vehicular Access**

Officer report 0119ROSE6 was received and it was **AGREED** to delegate to the Town Clerk to research options to prevent vehicles accessing Park Walk and to use signage to deter vehicles.

ACTION: TOWN CLERK

**R49 Tree Management**

Officer report 0119ROSE6 was received and the following was **RESOLVED**;

- R49a That the tree inspections are carried out annually or bi-annually in accordance with the recommendations within the report.
- R49b That the Committee receives quotes for works to be carried out during the municipal year 2019/20 at its February meeting.
- R49c That the committee's thanks are extended to the Tree Management Inspector that completed the Tree Risk Assessment for it's comprehensive content.

ACTION: FINANCE AND SERVICES OFFICER

There being no further business, the meeting was closed at 20.01pm.

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Signed

Date

## **4 Reports**

To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations. (5 mins)

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### **4.1 Recommendation**

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

### **4.2 Summary**

4.2.1 The Council receives reports from external partners (District and County Councillors, local organisations and other public bodies) and internal reports from the Mayor, committee chairmen, lead councillors, representatives to organisations.

4.2.2 These reports are to inform and give the opportunity for topics of note to be addressed later by the Council or its committees.

4.2.3 Reports and minutes provided in advance are taken as 'read'.

### **4.3 Financial, Legal and Risk Implications**

4.3.1 There are no financial implications arising from this report as the item is not specific enough to give advance notice of a decision to be taken.

4.3.2 There are no legal implications arising from this report for the reasons identified in Financial Implications.

4.3.3 There is a risk of decisions being taken on items not clearly identified on the agenda. This is mitigated by clear agendas and deferring items not notified in advance.

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## ***STRATEGIC PLAN AREAS: ENGAGEMENT,***

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### **4.4 Archaeological Investigations at Bury Litton**

4.4.1 A report will follow on this item.

(End)

Report Author:

Claire Commons, Town Clerk

## 5 A30 Allotments

To receive an update report on the provision of allotments on the A30 and resolve the architect for the project (5 mins)

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### 5.1 Recommendation

5.1.1 That the architect for the creation of the carpark is selected

5.1.2 That the amended project plan is received, noting the timescales and committee touch points.

### 5.2 Summary

5.2.1 The creation of the allotments on the land south of the A30 includes provision of a carpark which is subject to Planning Permission.

5.2.2 A revised project plan has been scoped out to enable the allotment plots to be let as soon as possibly whilst still ensuring the site is safe to access for the tenants.

5.2.3 Architect quotes have been sought, please refer to the separately provided detailed quotes to understand the extent of the works quoted for;

Supplier	Detail	Cost
A	Architectural Services	£1,000
	Planning Consultancy Services	£850
		£1,850
B	Produce drawings and follow through to planning	£600
C	Land survey, prepare existing and proposed plans, amendments	£2,200
D	Photographical survey, preparation of full planning application drawings set, submit plans and liaise with planning authority	£1,225

5.2.4 The project is proposed to be undertaken in three parts which will allow tenants in place to start planting for late and overwinter crops, then creation of the carpark and the last stage for the creation of maintenance access.

Stage 1: Creation of path and plots

Stage 2: Creation of carpark

Stage 3: Creation of maintenance access

5.2.5 A revised project plan has been scoped out to enable the allotment plots to be let as soon as possibly whilst still ensuring the site is safe to access for the tenants.

5.2.6 A detailed project plan is provided as a separate document

5.2.7 Tender specification for the works will be prepared once architect drawings are available to support the tender request.

### 5.3 Financial Implication

5.3.1 Up to £2,200 to be drawn down from s.106 monies – up to £78,529 available

5.3.2 £25,000 available in the A30 Allotments capital project budget line.

### 5.4 Legal Implication



5.4.1 The Council has the power to provide land for allotments and to enter into allotment tenancies in or outside the council's area (Small Holding and Allotments Act, 1908 ss23, 25)

**5.5 Risk**

5.5.1 There are no risks identified in this report

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***STRATEGIC PLAN AREA: ASSET ACQUISITION***

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Report Author:  
Claire Commons, Town Clerk

## **6 Salisbury Street Green**

To note the Heads of Terms for transfer of Salisbury Street Green (2 mins)

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### **6.1 Recommendation**

6.1.1 That the Heads of Terms for the transfer of Salisbury Street Green are received and noted.

### **6.2 Summary**

- 6.2.1 At a meeting of the ROSE Committee in March 2018 it was resolved to request the land known as Salisbury Street Green (adjacent to number 46 Salisbury Street) from Dorset County Council.
- 6.2.2 Dorset County Council's cabinet has resolved the transfer and the heads of terms are appended to this report.
- 6.2.3 The Council's solicitors has been instructed at the end of the month for completion of the transfer as soon as is practicable.

### **6.3 Financial Implication**

6.3.1 £1 transfer fee and £650 solicitors' costs to be met from *Legal and Professional*, budget remaining after payment will be £240.

### **6.4 Legal Implication**

6.4.1 The Council has the power to provide and maintain land for public recreation (Open Spaces Act, 1906 s10)

### **6.5 Risk**

6.5.1 There are no risks identified in this report

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## **STRATEGIC PLAN AREA: ASSET ACQUISITION**

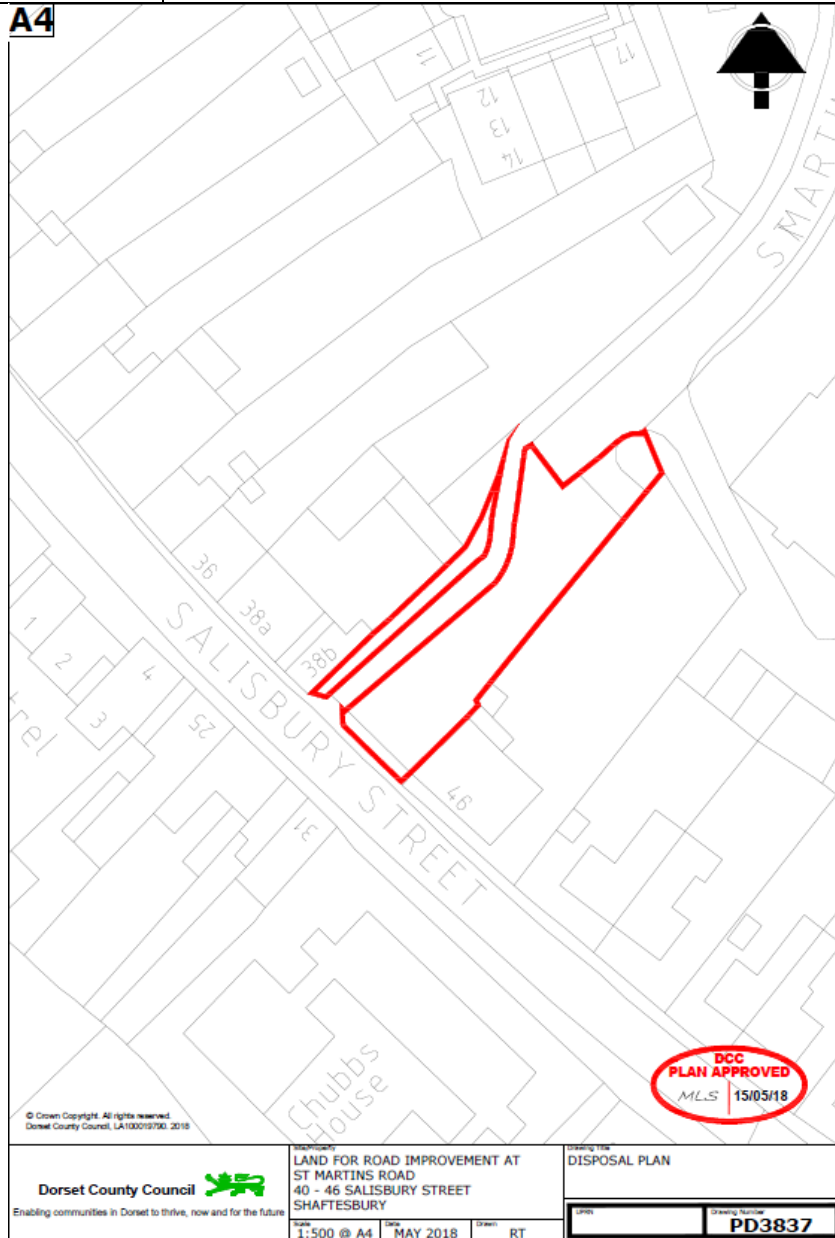
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(End)

Report Author:  
Claire Commons, Town Clerk

Appendix C. Draft Head of Terms

Authority/Minute No:	Min 74.5 Cabinet 27 <sup>th</sup> June 2018
Seller:	Dorset County Council
Buyer	Shaftesbury Town Council
The Property	The property identified outlined red on the attached plan.
Plan No:	PD 3837
VAT	The property is not VAT elected.
Permitted Use:	The property is being sold with existing use as public open space
Costs:	Each party to bear their own costs
Other Terms:	The land is to be 'gifted' to Shaftesbury Town Council subject to a 100% clawback provision should the purchaser obtain planning consent for change of use for a more valuable use. The clawback will be protected by a restriction upon title.
Sale Price	£1



## **7 Bowling Club**

To consider the location for planting a hedge at the Bowling Club

(5 mins)

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### **7.1 Recommendation**

7.1.1 That the hedge locations and species for the Bowling Club carpark are approved in accordance with the appended

### **7.2 Summary**

7.2.1 The bowling club carpark is now complete and in use.

7.2.2 The club now need to plant a hedge between the new carpark and the existing parking area, please refer to the plan appended to this report.

7.2.3 The proposal is to use 100 hornbeam plants with spiral guards and canes and the bowling club members will carry out the planting work.

7.2.4 The Council is asked to confirm that it is happy with the position of the hedge as shown.

7.2.5 The Bowling club writes;

*I would like to thank the Council and the Town Hall staff for all their help in completing this project, it is already showing to be great benefit to the Club*

### **7.3 Financial Implication**

7.3.1 There are no financial implications for the council.

### **7.4 Legal Implication**

7.4.1 The Town Council is the owner of the land, the Bowling Club the tenant

### **7.5 Risk**

7.5.1 There are no risks identified within this report.

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

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(End)

Report Author:  
Claire Commons, Town Clerk

Appendix D. Bowling Club Plan



## **8 Bell Street Toilets**

To receive Post Implementation Review of the project

(10 mins)

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### **8.1 Recommendation**

8.1.1 That the report is received and noted

### **8.2 Summary**

8.2.1 Following completion of the Bell Street Toilets renovation, a post implementation review has been carried out and is appended to this report.

### **8.3 Financial, Legal or Risk Implications**

8.3.1 There are no financial, legal or risk implications arising from this report

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

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(End)

Report Author:  
Claire Commons, Town Clerk

### BELL Street public toilet project – PIR – March 2019

#### What worked well – STC Officer feedback

1. Stakeholder management – Build Love/ Healthmatic/ Guy's Marsh and Weston College  
Proactive communication – weekly conference call pre-project and weekly site visits during the project  
Collaborative shared action plan  
Risk assessments and method statements compliant with Peninsular (H&S provider)
2. Adaptability by the Grounds team – specifically around the ambiguity around scope of work not being fully understood until the project started. (Walls, ceilings and flooring had to be replaced)
3. The flexibility to change the goalposts at every stage in terms of having to be reactive (all within budget) based on the operational requirements
4. Project outcome £5,400 under budget. Actual spend £30,600 versus budget of £36,043 (physical cost). The budget was set based on the original scope of works (excluding the internal rebuild) therefore the physical cost if Healthmatic had been the approved contractor would have been in the region of 60K (taking the rebuild into account). The revised Healthmatic estimate was £45,000 EXCLUDING building work (estimated £15K). In reality this has saved the tax payer in the region of £30K
5. Bespoke consultant support from Healthmatic – phone calls, emails and site visits proved invaluable in terms of technical and practical support. The proactive relationship enabled equipment to be managed via a use or return basis therefore a further saving.
6. The project attracted interest from within the community via the various press releases and social media coverage plus the men at work created interaction with the public.

#### GUY'S Marsh management feedback

7. It was a great opportunity for rehabilitation and to practice skills and qualifications obtained in prison to help reduce reoffending. It was an avenue for community pay back and to feel part of a community project. It was also a chance to regain trust and build confidence in a social setting. The man on this ROTL (Released on Temporary Licence) placement has been offered employment on release from a local business.

#### Build Love management feedback

8. Facilitation of project - encouraging all to deliver what they can, to be honest and share concerns / ideas / thoughts, created a team
9. Setting out a day by day schedule helped to manage personnel and budgets

10. The inmate learner on ROTL from Guys Marsh - really positive proactive attitude, financially beneficial for Build Love - meant this first project 'profit' afforded our company insurance for the year, including public liability to cover the placement
11. Grounds team really communicative and organised, making sure materials were ready for us and proving themselves available to help at any time
12. STC paying deposit invoice promptly to support Build Love cash flow
13. Support from public, including the media who gave project an encouraging shout-out

#### **What did not work well - STC Officer feedback**

1. The lead time for the replacement bespoke doors was not long enough and Healthmatic did not order them in time hence there was a delay
2. The STC Grounds Team took longer than expected delivering the project (7 weeks x 3 staff instead of 6 weeks x 2 staff). This was due to the internal area having to be rebuilt from scratch instead of tiling over existing structure.
3. The number of inmates assigned under the ROTL (Released on Temporary Licence) scheme was unclear. Decisions had to be made on the day dependant on the operational challenges at Guy's Marsh. Another factor was the delay in temporary licences being issued for the men that had been selected to participate.

#### **GUY'S Marsh management feedback**

4. There were a number of placements on offer however restrictions with temporary license and risk evaluations meant that this time there was only one man available.

#### **Build Love management feedback**

5. Weather! Rained / Snowed off
6. A couple of days when one offender was double booked
7. Build Love representative was not available on all week days

#### **What were the learning's - STC Officer feedback**

1. Stakeholder management and investment of time at the start of the project ensured all parties were joined up from the start
2. A higher contingency figure needs to be built in at the start of a project to account for unexpected spend

#### **GUY'S Marsh management feedback**

3. To be prepared to consider which men might be available in advance to ensure the necessary risk assessments have been completed prior to the work starting.



**Build Love management feedback**

4. Carry out external works in the spring if possible!
5. Work closer with GM to ensure agreed dates are communicated to all at prison who need to know - but also to have more readily available back-up options – Build Love representative has met with a couple of local options including a painter who used to be an officer at Guys Marsh, who is experienced and available Mon - Fri

**What would we do differently next time - STC Officer feedback**

1. Give the Guy's Marsh a longer lead time to enable the temporary licences to be in place at the start of the project.

**GUY'S Marsh management feedback**

2. Consider a celebration event at the jailhouse to help build on relationships with local businesses who might be encouraged to do something similar.

**Build Love management feedback**

3. Some more notice between council approval and project start date would be helpful to line up ROTL's and back-up options