



## 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 (Vice Chair), Brown, Lower, Loader and 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 17 November 2020** [online at Zoom.us](https://us.zoom.us/j/82129156572). Meeting ID: 821 2915 6572

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)

10<sup>th</sup> November 2020

### Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Chairman and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details above. ([Local Government Act, 1972 s.100](#))

## Online Meeting Arrangements

The Chairman will host the meeting, attendees will be muted and councillors invited to speak in turn at each agenda item in line with Standing Orders Rules of Debate, Councillors may raise their hand to indicate that they wish to speak at other times. ([The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations, 2020](#) )

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### The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

([Committee on Standards in Public Life, 1995](#))

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## Agenda

- |          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>APOLOGIES</b>   | <b>6</b>  |
|          | To receive and consider for acceptance, apologies for absence (1 min)<br>( <a href="#">Local Government Act, 1972 s.85</a> )   |           |
| <b>2</b> | <b>DECLARATIONS OF INTEREST</b>  | <b>6</b>  |
|          | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)<br>( <a href="#">Shaftesbury Town Council Code of Conduct, 2019</a> ) |           |
| <b>3</b> | <b>MINUTES</b>   | <b>8</b>  |
|          | To confirm the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee. (3 min)<br>( <a href="#">Local Government Act, 1972 Sch 12</a> )                            |           |
| <b>4</b> | <b>REPORTS FOR INFORMATION</b>   | <b>9</b>  |
|          | To receive and note reports pertaining to the remit of the Committee (5 min)<br>( <a href="#">Shaftesbury Town Council Scheme of Delegation, 2020</a> )  |           |
| <b>5</b> | <b>CEMETERY ROSE GARDEN</b>  | <b>11</b> |
|          | To consider forming a garden of remembrance at the Mampitts Cemetery (5 min)   |           |

*(Open Spaces Act, 1906 s.10 )*

- |           |  |           |
|-----------|--|-----------|
| <b>6</b>  | <b>BARTON HILL</b>   | <b>13</b> |
|           | To consider making enquiries of Dorset Council for a dropped kerb on Little Content Lane leading into Barton Hill Recreation Ground (10 min) |           |
|           | <i>(Open Spaces Act, 1906 s.10 )</i>   |           |
| <b>7</b>  | <b>POLICIES REVIEW</b>   | <b>15</b> |
|           | To review two Recreation, Open Spaces and Environment related policies (10 min)  |           |
|           | <i>(Local Government Act, 1972 s.111)</i>  |           |
| <b>8</b>  | <b>DORSET COUNCIL'S CLIMATE EMERGENCY STRATEGY AND ACTION PLAN</b>   | <b>18</b> |
|           | To consider a response to Dorset Council's Climate Emergency Strategy and Action Plan consultation (5 min)                                   |           |
|           | <i>(Local Government Act, 1972 s.111)</i>  |           |
| <b>9</b>  | <b>RIGHTS OF WAY OFFICER</b>   | <b>20</b> |
|           | To consider the recruitment of a volunteer Rights of Way/ Footpath Liaison Officer (10 min)  |           |
|           | <i>(Local Government Act, 1972 s.111)</i>  |           |
| <b>10</b> | <b>CASTLE GREEN YOGA</b>   | <b>23</b> |
|           | To receive and note a formal update relating to the Castle Green Yoga events (15 min)  |           |
|           | <i>(Local Government Act, 1972 s.111)</i>  |           |

(End)

Anticipated meeting end time 8:15pm

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## **1 Apologies**

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

[\(Local Government Act, 1972 s.85\)](#)

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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.

## **2 Declarations of Interest**

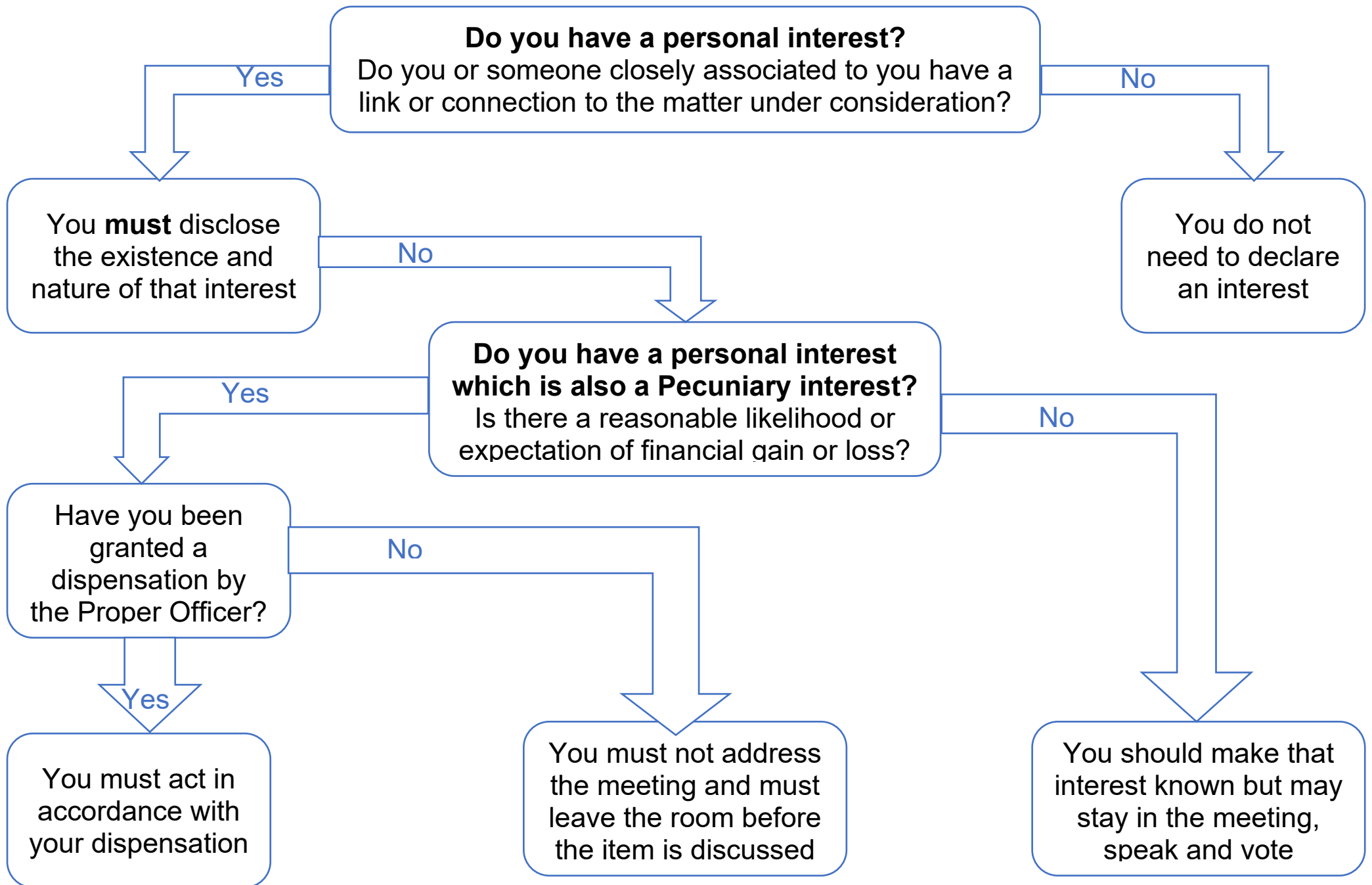
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

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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 2019. 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 Code of Conduct, 2019)



### **3 Minutes**

To confirm the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee.  
(3 min)

[\(Local Government Act, 1972 Sch 12\)](#)

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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 Minutes to be adopted are provided through the hyperlinks against each of the dates below. Members should read them in advance of the meeting and satisfy themselves that they are a true record of the decisions taken.
- 3.2.2 [13<sup>th</sup> October 2020](#)



#### **4 Reports for Information**

To receive and note reports pertaining to the remit of the Committee (5 min)

[\(Shaftesbury Town Council Scheme of Delegation, 2020\)](#)

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##### **4.1 Summary**

- 4.1.1 Reports provided within this item are to receive and note only, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).

##### **4.2 Actions from 13<sup>th</sup> October 2020**

- 4.2.1 Netball and sports provision – this has been added to the Strategic Plan
- 4.2.2 Budget – working papers for the budget have been updated and will be presented to the Council in January
- 4.2.3 Play Inspections – the works identified have been fed into the working schedule for the grounds team
- 4.2.4 Trees – Full Council has signed off the finance for trees and contractors are now being instructed.
- 4.2.5 Salisbury Street Green – the signpost has been installed. A replacement bench is being sourced as the originally identified bench was a memorial bench which could not be moved.
- 4.2.6 Park Walk Planters – this is being researched
- 4.2.7 Terms of Reference – have been resolved by Full Council.

### **4.3 Actions from previous meetings**

- 4.3.1 Douglas Childs Memorial Tree – awaiting feedback from Historic England (October 2020)
- 4.3.2 Dementia Friendly Garden – awaiting councillors to provide feedback (Councillors Cook, Loader and Lewer) on suitability of a plot of land to allocate for use for a dementia friendly garden

### **4.4 Other matters to note**

- 4.4.1 Castle Hill Management Plan – the current agreement with the rangers ends in April 2021. Following a site visit there are a few options to consider for this area. The Clerk will talk more to this item at the meeting.

### **4.5 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

### **4.6 Reason for Recommendation**

- 4.6.1 There are no items of business identified for decision. This report provides updates on previous decisions and decisions taken under the scheme of delegation.

(End)

Report Author: Claire Commons, Town Clerk & RFO

## **5 Cemetery Rose Garden**

To consider forming a garden of remembrance at the Mampitts Cemetery (5 min)

(Open Spaces Act, 1906 s.10 )

### **5.1 Summary**

- 5.1.1 The Council has previously requested that an area for quiet contemplation be provided at the Cemetery in the form of a rose garden.
- 5.1.2 The half circles by the monument have been set aside for infant graves (Recreation, Open Spaces and Environment May 2013) so this would not be a suitable option.
- 5.1.3 The Roses would be purchased and planted by Shaftesbury Town Council at a cost of between £15 to £20., colour(s) and variety to be decided.
- 5.1.4 Members of the public would apply to have a memorial plaque placed in front of a chosen rose bush in memory of a loved one. This would be done on a lease basis, some towns offer 5 years others 10 years, with the rose bush being replaced FOC should it die within the lease period. The lease can be renewed after a set time at an additional cost. Blandford Town Council currently charge £150 for a 5-year lease. Officers are still seeking the cost of plaques.
- 5.1.5 The scattering of ashes would not be permitted within the rose garden, some Councils do provide an alternative area where scattering is allowed. Members are asked to identify their preferred location for a rose garden within the cemetery.

### **5.2 Scheme of Delegation**

- 5.2.1 The Town Clerk is delegated to manage all the Town Council services and property (Shaftesbury Town Council Scheme of Delegation, 2020)

### **5.3 Financial Implications**

- 5.3.1 There is an administrative cost to setting up the revised policy and the potential for the loss of income from grave spaces depending on the location of the garden within the cemetery. Future costs would be covered by the lease fee.

### **5.4 Legal Implications**

- 5.4.1 The Council has the power to provide and maintain open space or burial ground in or outside the council's area. (Open Spaces Act, 1906 s.10 )

### **5.5 Recommendation**

- 5.5.1 That the Committee identifies an appropriate location within the cemetery for siting a rose garden.
- 5.5.2 That the Committee resolves to include a memorial rose lease section within the memorial policy and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolution.

### **5.6 Reason for Recommendation**

- 5.6.1 The additional service will provide further choice for the bereaved wishing to remember their loved ones at the town's cemetery.

(End) Report Author: Claire Commons, Town Clerk and RFO

## **6 Barton Hill**

To consider making enquiries of Dorset Council for a dropped kerb on Little Content Lane leading into Barton Hill Recreation Ground (10 min)

[\(Open Spaces Act, 1906 s.10 \)](#)

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### **6.1 Summary**

- 6.1.1 Various groups have made enquiries of the town council to provide a dropped kerb at Barton Hill to make access easier for when events are held on that land.
- 6.1.2 As the kerb location is on an A road there will be a need to speak to the planning office in the first instance as it is likely that there will be a need to submit a planning application.
- 6.1.3 Highways have advised that there may be an issue with sight lines and the existing directional sign in the verge. It may be that this would need to be relocated or the current double gates moved back to allow a minimum distance of 6m from the gateway to the kerb line.

### **6.2 Scheme of Delegation**

- 6.2.1 The Recreation Open Spaces and Environment Committee has been delegated to consider matters relating to Parks & Open Spaces

### **6.3 Financial Implications**

- 6.3.1 The estimate, prior to formal drawings and assessment of sight lines etc being drawn up is in the region of £5,000. Barton Hill trust have agreed to hand over all remaining funds to support this project

which would contribute in the region of £1,000. Shaftesbury Charitable Trust and Shaftesbury Carnival Committee are also looking at whether they are able to contribute funds.

#### **6.4 Legal Implications**

- 6.4.1 The Council has the power to provide and maintain open space or burial ground in or outside the council's area. (Open Spaces Act, 1906 s.10 )

#### **6.5 Recommendation**

- 6.5.1 That the Committee identifies funds for the dropped kerb, resolves to install a dropped kerb to serve Barton Hill recreation ground from Little Content Lane and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolution.

#### **6.6 Reason for Recommendation**

- 6.6.1 To provide ease of access for events using the Barton Hill recreation ground

(End)

Report Author:

Claire Commons, Town Clerk & RFO

## **7 Policies Review**

To review two Recreation, Open Spaces and Environment related policies (10 min)

[\(Local Government Act, 1972 s.111\)](#)

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### **7.1 Summary**

- 7.1.1 It was resolved at the general Management meeting held the 20th of October to make a review of all Shaftesbury Town Council Policies to be discussed by the appropriate committee.
- 7.1.2 Recreation, Open Spaces and Environment related Policies include:
- [Environmental Biodiversity Policy – Adopted 26th February 2019](#)
  - [STC Hire of Council Land policy – Adopted 26<sup>th</sup> July 2019](#)
- 7.1.3 Please note that other policies relating to ROSE include the Tree Management Plan managed by Nick Baxter (Contractor) and Swimming Pool Policies managed by The Royal Lifesaving Society UK (RLSS)

### **7.2 Scheme of Delegation**

- 7.2.1 The Committee is delegated consider the following matters - the strategic management of the Council's services for which there is a previously approved revenue budget of all matters relating to: i) Environmental Services which includes– Facilities, Street Scene, Parks & Open Spaces, Cemeteries ii) Business Services which includes the Guildhall, The Charter Market, Markets and Events iii) Community Services

### **7.3 Legal Implications**

- 7.3.1 The Council has the power to do anything that will facilitate the discharge of its duties. (Local Government Act, 1972 s.111)

### **7.4 Recommendation**

- 7.4.1 That the Committee views the policies and determines any amendments.
- 7.4.2 That the Committee makes the following amendments to the Hire of Council Land Policy:
- 7.4.3 Park Walk to be included as a venue for hire
- 7.4.4 The Council reserves the right to withdraw permission to use the venue, in the event of adverse weather conditions making the land unsuitable for hire. In the event of this happening an alternative date will be offered to the Hirer at no additional expense or the Council will repay any fees paid but shall be under no liability for expense incurred or loss sustained by Hirer as a result of the cancellation.
- 7.4.5 An hourly rate of hire to accommodate requests from outdoor fitness/wellbeing groups e.g. Yoga, Thai Chi is considered

### **7.5 Reason for Recommendation**

- 7.4.1 That the Committee views the policies and determines any amendments. (End)

Report Author:

Zoe Moxham, Office Administrator





## **8 Dorset Council's Climate Emergency Strategy and Action Plan**

To consider a response to Dorset Council's Climate Emergency Strategy and Action Plan consultation (5 min)

([Local Government Act, 1972 s.111](#))

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### **8.1 Summary**

- 8.1.1 At Dorset Council's first Full Council meeting back in May, they declared a Climate and Ecological Emergency. In July 2020, a draft Climate and Ecological Emergency Strategy was produced. This presents eight key areas for action to ensure that the Council changes the way it delivers services. Dorset Council wants to ensure that as an organisation they are carbon-neutral by 2040 and support the wider county to be carbon neutral by 2050.
- 8.1.2 We have been asked to complete the consultation on Dorset Council's Climate Emergency Strategy and Action Plan. Your feedback will inform plans and prioritise climate change work alongside all other services that Dorset Council are legally obliged to provide. The consultation runs from Thursday 29 October until Sunday 6 December. For full information please use the link here:  
<https://www.dorsetcouncil.gov.uk/emergencies-severe-weather/climate-and-ecological-emergency.aspx>

### **8.2 Scheme of Delegation**

- 8.2.1 The committee is delegated to consider matters relating to Environmental Services.

### **8.3 Financial Implications**

8.3.1 None

### **8.4 Legal Implications**

8.4.1 The Council has the power to do anything that will facilitate the discharge of its duties. (Local Government Act, 1972 s.111)

### **8.5 Recommendation**

8.5.1 That the Committee reviews the consultation and provides a response.

### **8.6 Reason for Recommendation**

8.6.1 To ensure that Shaftesbury Town Council is supporting the Climate Emergency Strategy.

(End)

Report Author:

Zoe Moxham, Office Administrator

## **9 Rights of Way Officer**

To consider the recruitment of a volunteer Rights of Way/ Footpath Liaison Officer (10 min)

[\(Local Government Act, 1972 s.111\)](#)

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### **9.1 Summary**

- 9.1.1 The Shaftesbury RoW volunteer has been dormant in this role for 2+ years. Contact has been attempted on several occasions however unsuccessful. No person is undertaking the Liaison Officer role for Shaftesbury in an official capacity.
- 9.1.2 Ideally Rights of Way liaison officers will be parish/town councillors (or seconded onto the parish/ town council) and will have good local knowledge not only of the local rights of way network but also the owners and tenants of land in the parish.
- 9.1.3 If the liaison officer is doing practical rights of way work the town council will usually be responsible for their insurance. This is extremely important for all concerned.  
  
The role of a Rights of Way Liaison Officer includes:
  - 9.1.4 encouraging volunteers to help keep the rights of way network in good condition
  - 9.1.5 promoting schemes that involve schools and others in rights of way matters
  - 9.1.6 liaising with the local representatives of national bodies to promote understanding between path users, landowners and tenants

- 9.1.7 maintaining regular contact with council officers who are involved in making modification, diversion and extinguishment orders
- 9.1.8 promoting rights of way information and news through STC media channels
- 9.1.9 communicating with representatives of neighbouring parishes to ensure continuity because paths generally do not recognise the administrative council boundaries
- 9.1.10 liaising closely with the Green Space Management Team on matters such as path signing, way-marking and resolution of problems on the network. Local knowledge is usually the key to progress
- 9.1.11 being responsible for the town/parish council Rights of Way Information Pack and rights of way related correspondence

## **9.2 Scheme of Delegation**

- 9.2.1 The Recreation Open Spaces and Environment Committee has been delegated to consider matters relating to Parks & Open Spaces

## **9.3 Financial Implications**

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

## **9.4 Legal Implications**

- 9.4.1 The Council has the power to do anything which is calculated to facilitate or is conducive to the discharge of any of its functions. (Local Government Act, 1972 s.111)

## **9.5 Recommendation**

- 9.5.1 That the Committee resolves to support the recruitment process to actively promote the vacancy of the volunteer Rights of Way Liaison Officer volunteer

## **9.6 Reason for Recommendation**

- 9.6.1 To provide STC with the opportunity of proactively supporting the recruitment process enabling Shaftesbury to have its own Liaison Officer linked to Dorset Council to ensure the RoW are managed in a proactive manner.

(End)

Report Author:

Brie Logan, Business Manager

## **10 Castle Green Yoga**

To receive and note a formal update relating to the Castle Green Yoga events (15 min)

[\(Local Government Act, 1972 s.111\)](#)

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### **10.1 Summary**

- 10.1.1 A grant from the London Marathon Trust was approved by Fields in Trust to the value of £4,500 and this is linked in to the Deed of Dedication for Castle Green. The Deed is being processed by the Fields in Trust solicitor and upon completion of this transaction and upon receipt of the grant evaluation the funds will be released to STC.
- 10.1.2 The events throughout August were phenomenal. Over 300 members of the Shaftesbury community attended one or more of the eight sessions and the feedback has been very constructive.
- 10.1.3 Many of the participants were new and tried yoga for the first time and found the benefits both good for the mind, body and well-being.
- 10.1.4 97 participant participation surveys were completed (if a participant attended more than one session only one evaluation form was completed). Not every participant completed an evaluation form.

Age range of participants:

18 – 29	5
30 – 49	28
50 – 64	42
65+	20
Other	2

65 participants live in the SP7 area. This represents 67%

Summary of wellbeing questions	I am healthier having attended these sessions	These sessions have improved my lifestyle	These sessions have encouraged me to undertake more physical activity going forward
Strongly agree	53	51	45
Agree	20	21	19
Neutral	4	5	11
Strongly disagree			1



**Future activity** - 56 participants stated they would like to see more of this type of activity

On a scale of 0-10 where 0 is not at all satisfied and 10 is completely satisfied, overall, how satisfied are you with your life nowadays?	
0	0
1	0
2	0
3	1
4	0
5	2
6	3
7	20
8	29
9	10
10	9

On a scale of 0-10 where 0 is not at all anxious and 10 is completely anxious, overall, how anxious did you feel yesterday?	
0	15
1	8
2	10
3	12
4	5
5	8
6	5
7	9
8	3
9	0
10	0

#### 10.1.5 Selection of comments:

- *These sessions were amazing please do again!*
- *Fantastic opportunity and great to this type of event in Shaftesbury*
- *Thank you so much, I travel from Blandford as really feel the benefit of participating outside for body and mind*
- *I would love to see our beautiful outdoor spaces being used for loads more physical activities*

- *Fantastic teaching, safety conscious, holistic approach to whole body yoga and fun!*

## **10.2 Scheme of Delegation**

- 10.2.1 The Recreation Open Spaces and Environment Committee has been delegated to consider matters relating to Parks & Open Spaces

## **10.3 Financial Implications**

- 10.3.1 There are no financial implications arising from this report

## **10.4 Legal Implications**

- 10.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

## **10.5 Recommendation**

- 10.5.1 That the committee resolves to receive and note the report and considers the community benefits when looking at 2021 activity linked to the STC strategic Plan

## **10.6 Reason for Recommendation**

- 10.6.1 To share the benefits of the community yoga events with the committee as presented in the evaluation

(End)

Report Author: Brie Logan, Business Manager