



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council’s Recreation, Open Spaces and Environment Committee (ROSE), Councillors for ROSE; Hall (Chair), Proctor (Vice Chair), Cook, Loader 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 7.00pm on **Thursday 11 June 2020 [online at Zoom.us](https://www.zoom.us)**. Meeting ID: 863 9421 8552 Password: 899442

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and RFO
5th June 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.

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. Voting will be taken in turn as directed by the Chairman and should be by the response ‘In Favour’, ‘Against’, or ‘Abstain’. The decision and summary of votes will be read back before moving to the next item.

The 7 principles of public life

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

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 the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee.(1 min)
- 4 PUBLIC TOILETS7**
To consider reopening the Public Toilets (10 min)
- 5 SKATE PARK9**
To consider reopening the Skate Park (10 min)

(End)

Anticipated meeting end time 7:30pm

References

Local Government Association, 2013. *The General Power of Competence*, London: LGA.

Local Government Miscellaneous Provisions Act, 1976 s.19. *Power to provide sports and recreational facilities*. [Online].

Public Health Act, 1936 s.87. *Power to provide public toilets*. [Online].

Shaftesbury Town Council, 2019. *Code of Conduct*. [Online]

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

Shaftesbury Town Council, 2019. *Planning and Highways Terms of Reference*. [Online]

Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/01/2019-07-23-Adopted-TERMS-OF-REFERENCE.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.

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 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, 2019)

2.2 Declarations of Interest or dispensations received to date

3 Minutes

To confirm 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 28th January 2020, see following page



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, 28 January 2020 commencing at 7.30pm.

Members Present

Councillor Hall (Chair)	Councillor Yeo
Councillor Cook	Councillor Loader

Members Absent

Councillor Proctor	Councillor Prichard
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Officers Present:

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

In Attendance:

7 members of public
1 member of the press
Councillor Brown
Councillor Hollingshead

MINUTES

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;

- **Shaftesbury book festival** – Plans were outlined for 'READING the LAND Shaftesbury Book Festival' due to take place November 2020.
- **Snowdrop event** – Plans were outlined for the Shaftesbury Snowdrop season for February 2020 and information was given about the BBC's plan to record in Shaftesbury for the program Country File.
- **Tree planting proposals** – Shaftesbury Tree Group presented a five year tree planting plan in response to the Climate emergency and are working collaboratively with Shaftesbury Town Council and the community.
- **Footpath No.32** – Concern was raised regarding the notice of closure for footpath No. 32 to be in place for an initial 26 weeks due to building works. *The Town Clerk responded that the developers had assured the Council that a diversion would be in place whilst this footpath was closed and will contact the developers to provide an update. Councillor Cook agreed to contact Dorset Council to try and ensure a diversion be put in place.*

ACTION: TOWN CLERK AND COUNCILLOR COOK

R40 Apologies

Apologies were received and accepted from Councillor Proctor due to personal commitments and Councillor Prichard due to a conflicting engagement.

R41 Declarations of Interest and Dispensations

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

R42 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 12th November 2019 and the minutes were duly signed.

R43 Officer report

Officer report 0120ROSE4 was received and noted.

R44 Asset review

Officer report 0120ROSE5 was received and it was **RESOLVED**;

R44a To **RECOMMEND** to Full Council to purchase 2 Kabota ride on mowers and part exchange the redundant and unsuitable equipment.

R44b That the bowser and trailer are donated to Shaftesbury in Bloom and a written agreement be prepared to allow Shaftesbury Town Council use of the bowser if needed. *Delegate to the Town Clerk all aspects in the discharge of this decision.*

ACTION: TOWN CLERK

R45 Tree plan

Officer report 0120ROSE6 was received and it was **RESOLVED**;

R45a To adopt the five-year tree plan for Shaftesbury

R45b To adopt the year one (2020/ 2021) tree planting plan

R45c To adopt the need to develop a community engagement plan in collaboration with the Tree Group.

R45d To commits up to a £3,000 investment for the 2020/ 2021 financial year to undertake year one planting, nurturing and deliver the maintenance schedule in collaboration with the Tree Group.

R45e To work in collaboration with Guy's Marsh/ Build Love to construct tree guards for the trees that require structural support.

R45f To delegate the management and support of the Tree Plan to the Business Manager in collaboration with the Tree Group and wider Shaftesbury community.

R45g To adopt the Ash Close tree planting plan for 2019/ 2020 as a separate planting scheme and to advertise this plan to the community, using leaflets to inform nearby residents of the plan, and for planting to take place on a weekend in early March 2020.

ACTION: BUSINESS MANAGER

R46 Southern slopes

Officer report 0120ROSE7 was received and it was **RESOLVED**;

R46a To **RECOMMEND** to Full Council delegation to the Town Clerk for expenditure up to £5,000 (within budget lines for this project) to allow swift progress of securing contracted works and ordering of materials.

R46b To **RECOMMEND** to Full Council to adopt the Southern Slopes Management Plan and delegates all decisions for its implementation to the Town Clerk and the ROSE Committee in accordance with the Council's Financial Regulations and any specific delegations resolved upon.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 9:06 pm.

Signed

Date

4 Public Toilets

To consider reopening the Public Toilets

(10 min)

4.1 Summary

- 4.1.1 In response to the Covid-19 Pandemic, Officers closed the public toilets at Bell Street to reduce the risk of contamination of members of the public and staff during the period of 'confinement'.
- 4.1.2 As the restrictions are being lifted by Government and the Council moves towards encouraging careful reintroduction of the High Street, it is important to be able to provide a convenient place for people to go and to also have additional handwashing facilities available.
- 4.1.3 Officers have carried out a risk assessment in consultation with Peninsula and the conclusions drawn was that there were no additional measures within the Council's control to provide any further protection for the public. The Council will therefore have to decide whether to open or leave them closed without any other mitigating measures.
- 4.1.4 The other area the risk assessment highlighted in greater strength was the protection of the staff carrying out cleaning of the toilets. A cleaning regime for the toilets will require 3 cleans per day and for each individual unit (there are 4) staff will be required to use disposable gloves, apron and disinfectant wipes. A face mask will be required but the same one may be worn for the duration of cleaning all four units.
- 4.1.5 Therefore each day the team will require 3 masks, 12 pairs of gloves, 12 disposable aprons and at least 12 disposable high alcohol level disinfectant wipes on top of their usual cleaning equipment.

4.2 Terms of Reference for Decision or Recommendation

- 4.2.1 ROSE ToR 9 provides delegation to the Committee to oversee the management of the grounds team operation, including the purchase of appropriate equipment

4.3 Financial Implications

- 4.3.1 Costs are currently being sourced. It is anticipated that there will be minimal impact on the budget as savings had been made during the preceding closure.

4.4 Legal Implications

- 4.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).
- 4.4.2 The Council has the power to provide public toilets. (Public Health Act, 1936 s.87)

4.5 Recommendation

- 4.5.1 That the Committee resolves to open the Public Toilets in line with the 'opening of the High Street' and commits to cleaning 3 times per day with identified increased measures for the staff. *Delegate to the Town Clerk all aspects in the discharge and management of this decision.*

4.6 Reason for Recommendation

- 4.6.1 The Risk Assessment demonstrates a relatively low risk to the public and mitigated risks to staff members. Opening the public toilets will help encourage Shaftesbury residents to return to the High Street as restrictions on their movements continue to lift.

Report 0620ROSE4

4.6.2 This recommendation also supports the local economy

4.6.3 This recommendation significantly reduces the risk of public urination/defecation.

(End)

Report Author:

Claire Commons, Town Clerk & RFO

5 Skate Park

To consider reopening the Skate Park

(10 min)

5.1 Summary

- 5.1.1 In response to government direction to close play parks and outdoor gyms, Officers also closed the Skatepark and put up notices and tape explaining the situation.
- 5.1.2 Throughout the period of restricted movement there have been continued breaches of regulations, hazard tape and notices removed. More recently Skateboard England posters have been put up in their place saying that it is permitted to use the skate park.
- 5.1.3 The regulations allow for people to skate on their own, with members of their household or with one other person whilst keeping two metres apart from ALL skaters at all times.
- 5.1.4 It is not possible for the Council to regulate the use of the skate park once 'opened'. The public will be responsible for adhering to the government direction on social distancing.
- 5.1.5 Skateboard England also recognise that there is a potential increased burden to the NHS and ask skaters to 'keep it mellow' and not try difficult or dangerous tricks.

5.2 Terms of Reference for Decision or Recommendation

- 5.2.1 ROSE ToR 1 provides delegation to the Committee to manage all amenity and recreation areas in the ownership of the Town Council, carry out appropriate risk assessments and health and safety inspections.

5.3 Financial Implications

- 5.3.1 There is a small cost for the repeat replacement of barrier tape and notices if the skate park remains closed.
- 5.3.2 There is a resource implication to carrying out health and safety inspections if the skate park is reopened and a small cost implication to providing new signs re-stating government guidelines.

5.4 Legal Implications

- 5.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).
- 5.4.2 The Council has the power to provide sports facilities. (Local Government Miscellaneous Provisions Act, 1976 s.19)

5.5 Recommendation

- 5.5.1 That the Committee resolves whether to open the Skate Park. *Delegate to the Town Clerk all aspects in the discharge and management of this decision.*

5.6 Reason for Recommendation

- 5.6.1 This is a political decision for members to take on consideration of the information available.

(End)

Report Author:

Claire Commons, Town Clerk & RFO