



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 8.00pm on

Monday 20 July 2020 [online at Zoom.us](https://www.zoom.us/j/86296956261). Meeting ID: 862 9695 6261

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)
14th July 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. 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 Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations, 2020](#))

The 7 principles of public life

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

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

Agenda

- 1 APOLOGIES4**
To receive and consider for acceptance, apologies for absence(1 min)
([Local Government Act, 1972 s.85](#))
- 2 DECLARATIONS OF INTEREST4**
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](#))
- 3 MINUTES5**
To confirm the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee.(5 min)
([Local Government Act, 1972 Sch 12](#))
- 4 PARK WALK PERMIT6**

To consider issuing a permit for a horse box to use Park Walk(5 min)
(Shaftesbury Town Council Scheme of Delegation, 2019)

5 LOCAL CYCLE WAY.....7

To recommend to Full Council to seek approval and support velopment of the local
cycleway circular route(30 min)
(Localism Act , 2011 s.1)

(End)

Anticipated meeting end time 9:00pm

References

- Committee on Standards in Public Life, 1995. *The seven principles of public life*. [Online]
Available at: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>
- Local Government Act, 1972 s.100. *Admission of public and press to local authority committee meetings*. [Online].
- Local Government Act, 1972 s.85. *Vacation of office by failure to attend meetings*. [Online].
- Local Government Act, 1972 Sch 12. *Meetings and Proceedings of Local Authorities*. [Online].
- Local Government Association, 2013. *The General Power of Competence*, London: LGA.
- Localism Act, 2011 s.1. *General Power of Competence*. [Online].
- ROSE Terms of Reference, 2019. *ROSE Terms of Reference*. [Online]
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/01/2019-07-23-ROSE-Adopted-Terms-of-Reference.pdf>
- Shaftesbury Town Council Code of Conduct, 2019. *Code of Conduct*. [Online]
Available at: https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf
- Shaftesbury Town Council Scheme of Delegation, 2019. *Scheme of Delegation*. [Online]
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-Adopted-26th-February-2019.pdf>
- Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.
- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, 2020 . [Online].

1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

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

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

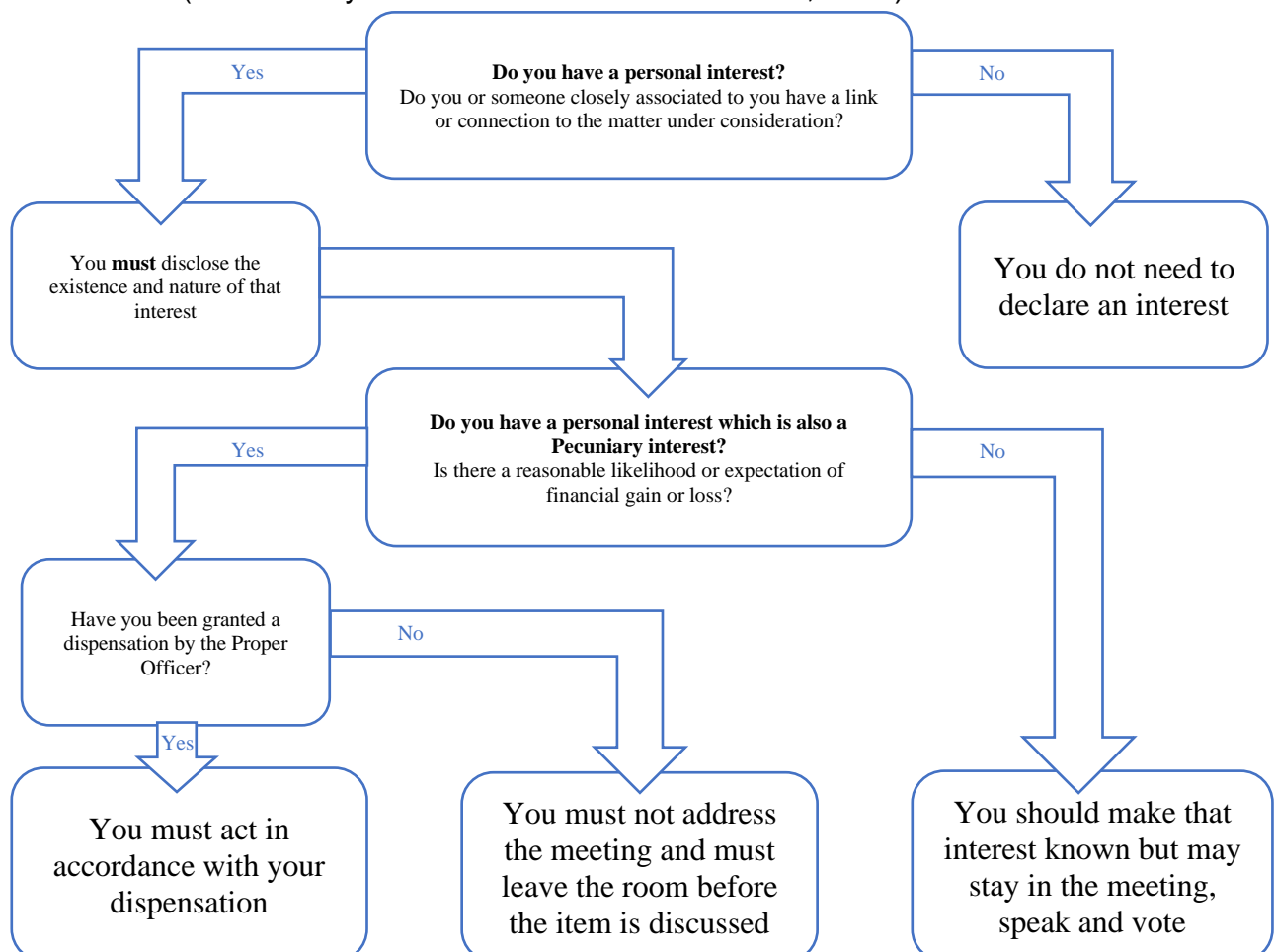
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.

(1 min)

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

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.

(5 min)

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

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 [23rd June 2020](#)

4 Park Walk Permit

To consider issuing a permit for a horse box to use Park Walk

(5 min)

[\(Shaftesbury Town Council Scheme of Delegation, 2019\)](#)

4.1 Updates

- 4.1.1 A request has been made for a permit to be issued for a horse box to use Park Walk whilst a therapy horse visits a property in Love Lane. This would generally be every 6 – 8 weeks. Due to COVID-19 visits out to see the therapy horse have not been permitted.

4.2 Scheme of Delegation

- 4.2.1 The Clerk has delegated authority to manage all the Town Council's services and property in line with budgets and policies approved by members (Shaftesbury Town Council Scheme of Delegation, 2019)(2.4.1)
- 4.2.2 Recreation, Open Spaces and Environment Terms of Reference provides delegation to the committee to manage and enhance all amenity and recreation areas and open spaces within the parish boundary in the ownership of the Town Council. (ROSE Terms of Reference, 2019) (1)

4.3 Financial Implications

- 4.3.1 None

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).

4.5 Recommendation

- 4.5.1 That the Committee resolves to issue a permit for the duration of Covid-19 restrictions and delegates to the Town Clerk all aspects in the discharge and management of this decision.

4.6 Reason for Recommendation

- 4.6.1 This recommendation supports inclusivity of all individuals in Shaftesbury and in particular during the continuing impact of Covid-19

(End)

Report Author:

Zoe Moxham

Office Administrator

5 Local Cycle Way

To recommend to Full Council to seek approval and support velopment of the local cycleway circular route (30 min)

(Localism Act , 2011 s.1)

5.1 Summary

- 5.1.1 In May 2019, the P&H committee resolved to adopt the draft policies and projects relating to the Neighbourhood Plan.
- 5.1.2 In November 2019 Full Council resolved to delegate to the Town Clerk to update the Neighbourhood Plan Submission based on the feedback from the statutory consultation process and submit to Dorset Council with the required supporting evidence. The draft Neighbourhood Plan is in the process of being examined.
- 5.1.3 The Neighbourhood Plan Policy SLCL3 sets out to:
- To support safe walking and cycling routes that are well connected with the town centre and other key areas and that provide access to the countryside, and encourage improvements to this network, including where opportunities arise within developments to create new links or make existing routes more attractive.**
- In the initial consultation in February 2019, 75% of respondents felt the need for safer walking and cycling routes through the town.
- 71% of residents felt that there is a need to improve cycle and footpath networks which link to other towns and villages
- Details:**
- POLICY SFCL3** - Support will be given to proposals that improve and extend the existing footpath and cycle path network (as indicated on Map SFCL3). This will allow better access between housing areas and to the town, recreation areas and the wider countryside on paths that are safe, attractive, and easy to navigate. The loss or downgrading of existing footpaths and cycle paths that fulfil (or have the potential to fulfil) these requirements will be resisted.
- New developments will be expected to link into the existing footpath and cycle path network and provide connections through the site. This would help to create a wider walking and cycling network. Contributions towards the costs of maintaining and improving the network of footpaths and cycle paths will be sought from developers where reasonable and related to that development.
- 5.1.4 The community told SNPAC during the public consultation that it was important to protect and enhance a green infrastructure network that sustains wellbeing and incorporates green spaces and amenity areas interconnected by new and improved footpaths and cycleways. The Green Infrastructure Neighbourhood Plan team met with the ex-CEO of Sustrans and two other cycling experts in December 2018 to look at options for developing a local circular route.
- 5.1.5 Since then the route has been developed further with other experts trialling the route, including residents and Dorset Council officers. A further 6 volunteers came forward to offer their support from the Planet Shaftesbury meeting in October 2019
- 5.1.6 There has been some delay with connecting with Sustrans (National Cycling Charity) however the coordinator for the South West is now on board.

- 5.1.7 The circular cycle route is 4km in length and covers both East and West Shaftesbury as shown in appendix A. The numbers on the map represent proposed signage location points (to be validated by Sustrans)
- 5.1.8 Cycle parking survey has also been undertaken by the Cycle Officer for Dorset Council and this is referenced in appendix B. Phase one and two considerations are listed.
- 5.1.9 The steps at New Road > Yeatmans Close (appendix C) need resurfacing, the handrail needs to be made safe and a cycle ramp installed to make the steps safer to use. This land is owned by Dorset Council and the Senior Ranger has agreed to make these steps safe.
- 5.1.10 Sustrans Cycling Charity have agreed to support with temporary signage solutions and will train selected volunteers at no cost to STC.
- 5.1.11 A suggestion that on New Road a short-shared pavement could be created over the grass verge and down to the steps. This would avoid cycling down a section of about 15m of the busy Gillingham road. The total shared pavement would be about 30m long.
- 5.1.12 The aim is to have the temporary cycle route up and running by mid-August and gather user-experience feedback over the summer period. The feedback will then shape the development of the permanent route in Spring 2021.
- 5.1.13 The development of a cycleway is listed in the STC strategic plan as a project starting in 2020/ 2021.

5.2 Scheme of Delegation

- 5.2.1 Recreation, Open Spaces and Environment (ROSE) Terms of Reference 1 provides delegation to the committee to manage and enhance all amenity and recreation areas and open spaces within the parish boundary in the ownership of the Town Council. This item should therefore be recommended to Full Council for decision.
- 5.2.2 The Terms of Reference for the ROSE committee allows for decisions to be made relating to the amenity, recreation and open space. The proposed cycleway runs through STC owned land and DC Highways therefore critical that both parties are aligned to develop the cycleway. The proposals will be debated at ROSE and the recommendations presented to Full Council for consideration.

5.3 Financial Implications

- 5.3.1 Footpath/Cycle Path Network budget line 4944 has a balance of £10,000.
- 5.3.2 Proposed spend for Phase 1 (temporary) cycle parking solutions
 - **The cost of the temporary signage supplied by Sustrans will be negligible.**
 - **The cost of new temporary cycle stands will be managed by Dorset Council**
- 5.3.3 Proposed spend for Phase 2 (permanent) cycle parking solutions.
The cycle ramp will cost in the region of £TBC (phase 2)
- 5.3.4 The cycle parking solutions will be managed by Dorset Council) – see below
 - **FIO: The cost to supply and erect three number Broxap stainless steel Sheffield bike and erect in the footway would be £1,202. Sheffield stands are usually**

installed at right angles to the slope (the site slopes in two ways) which wouldn't fit in the space that well so they would have to be installed in a herringbone fashion.

- **Alternatively, a Planter Stand (see appendix D) incorporates cycle parking in a more compact and aesthetically pleasing way and uses the space better. The slots in the planter racks also stop the bikes going downhill. Currently the location already has planters on three sides so a planter rack could replace them or augment them.**

The cost of The Planter Rack is £4200 + VAT and current manufacturing lead time is 12-14 weeks from point of purchase.

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).

5.5 Risk

- 5.5.1 There are no risks identified in this report

5.6 Recommendation

- 5.6.1 That the Committee resolves to;
recommend to Full Council that: the development of phase 1 of the local cycleway circular route is approved and supported which includes the temporary cycle parking options as recommended by Dorset Council.
- 5.6.2 delegate to the Town Clerk and Business Manager in collaboration with Dorset Council Highways and Sustrans to manage phase 1 of the project and develop the second phase of the project based on the user-experience. Phase 2 of the project (permanent cycleway) will be presented to ROSE in Q3 of 2020. Phase 2 will also include further cycle parking options, highway enhancements at New Road and cycle ramp.
- and
- 5.6.3 recommend the sum of £1,000 from budget line 4944 is allocated to phase one of the project to cover the costs of temporary signage and marketing of the cycleway.

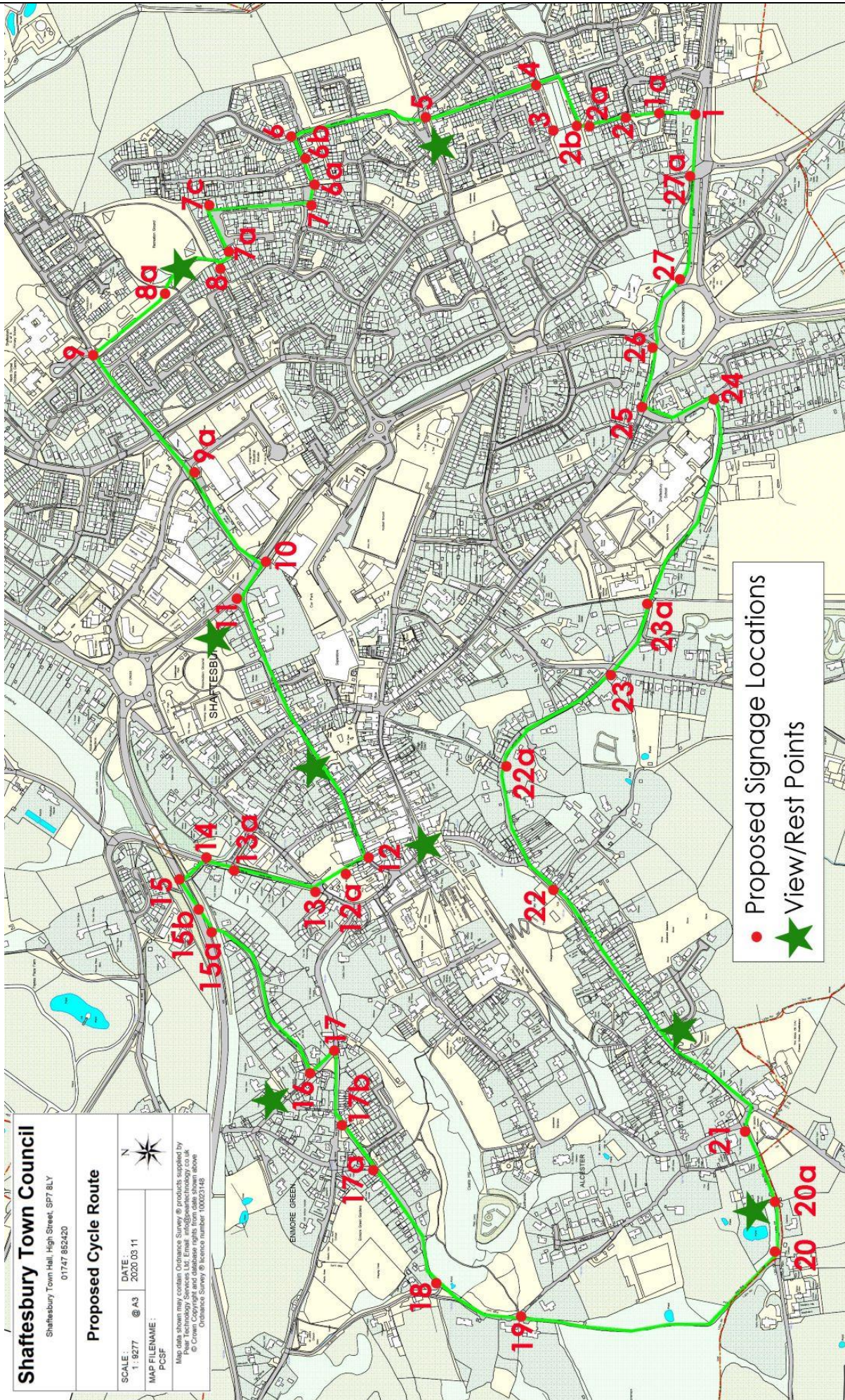
5.7 Reason for Recommendation

- 5.7.1 As outlined in the summary.

(End)

Report Author:

Brie Logan, Business Manager



Report 0720ROSE5

Location	Comments	Number of additional cycle parking stands
By the TIC	Not enough space & would obstruct notice boards.	0
In front of NatWest Bank	Good location and suitable.	4
Next to Hovis Loaf	Problematic – manhole cover and covers for gas valves/meters suggesting gas main present -needs further investigation but probably only able to fit in 2 stands	0 – 2?
In front of Town Hall	May be possible to have cycle parking either side of main entrance to the main hall however this would make it looked cluttered and may restrict movement and access to noticeboard, doorway, grit bin, etc. However, one could go where the phone box used to be and possibly where one of the benches is (if they could be relocated).	2?
On space in front of entrance to car wash next to the Football Club	Possible to get at least 2 hoops in. Will need landowner permission. Will these get used - may leave to second phase?	2 if there is phase 2?
Entrance to Castle Hill	Cyclists most likely to use railings.	0
Opposite the Post Office on wide pavement on Angel Lane	Problematic – cycle parking here would reduce footway and impact on crossing point. Also issue with BT covers and parked bikes would obstruct viewing of window displays	0
At the top of Shooters Hill	Problematic – hoops have to be at right angles to slope and bikes are approx. 2 metres long. This would reduce pathway width too much. Also a transit van parked there.	0
In Swans's Yard	Limited space leading to access issues and drainage cover in the way	0
Park Walk Gardens	Probably would get used by park users but they would want to cycle there. Next to West Entrance Next to East entrance	3 2
Outside former Budgens in Bell Street	Diagonal cycle parking. Might be good to get them in before the building becomes operational again.	3
Bells Street Car Park by horse tie up rings	Possible to have say 3 cycle parking hoops on non-continuous footway. May not get that well used and area possibly used for people waiting for the bus. Suggest phase 2 if needed.	3 if there is phase 2?
Tesco	Scope to have two cycle hoops outside main entrance to Tesco on east side which is covered. Further scope around the store to add more if needed. Tesco should be prepared to agree to pay for more as Lidl will have plentiful cycle parking outside the main entrance to the store.	At least 2.
Angel Lane Car Park	Potential to add to existing 3 hoops on pavement. Not sure whether the existing ones are getting much use as they are out of the way so would suggest leaving to phase 2.	3 if there is phase 2?
High Street – 1 or 2 existing 1 hour parking bays? Possibly outside St Peters Parish Church?	There's very little suitable cycle parking in the High Street where people really want to be able to park their bikes. Bicycles are vehicles so better to accommodate them in the road if possible. Would lose 1 -2 car parking spaces but would gain at least 10 convenient cycle parking spaces.	5 or more (phase 2)

