



# 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), Cook (Vice Chair), Brown, Lewer, 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 13 October 2020 [online at Zoom.us](https://us.zoom.us/j/84790455953)**. Meeting ID: 847 9045 5953

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)  
7<sup>th</sup> October 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

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|----------|--|----------|
| <b>1</b> | <b>APOLOGIES</b> .....   | <b>3</b> |
|          | To receive and consider for acceptance, apologies for absence .....  | (1 min)  |
|          | <small>(Local Government Act, 1972 s.85)</small>   |          |
| <b>2</b> | <b>DECLARATIONS OF INTEREST</b> .....  | <b>3</b> |
|          | To declare any interests relating to the business of the meeting and receive any<br>dispensation requests from the Clerk. .... | (1 min)  |
|          | <small>(Shaftesbury Town Council Code of Conduct, 2019)</small>  |          |
| <b>3</b> | <b>MINUTES</b> .....   | <b>4</b> |
|          | To confirm the minutes of the previous meeting of the Recreation, Open Spaces and<br>Environment Committee. ....               | (5 min)  |
|          | <small>(Local Government Act, 1972 Sch 12)</small>   |          |
| <b>4</b> | <b>REPORTS FOR INFORMATION</b> .....   | <b>5</b> |
|          | To receive reports and note delegated decisions .....  | (10 min) |
|          | <small>(Shaftesbury Town Council Scheme of Delegation, 2019)</small>   |          |

<b>5</b>	<b>NETBALL AND FUTURE SPORTS PROVISION IN SHAFTESBURY</b> .....	<b>8</b>
	To consider request to include future sport provision on the Strategic Plan .....(10 min) <i>(Local Government Miscellaneous Provisions Act, 1976 s.19)</i>	
<b>6</b>	<b>BUDGET</b> .....	<b>9</b>
	To consider the committee’s budget requirements for 2021 – 2022..... (30 mins) <i>(Shaftesbury Town Council Financial Regulations, 2019)</i>	
<b>7</b>	<b>PLAY INSPECTION REPORT</b> .....	<b>10</b>
	To receive the annual play inspection report and actions arising .....(20 min) <i>(Open Spaces Act, 1906 s.10 )</i>	
<b>8</b>	<b>TREES</b> .....	<b>12</b>
	To carrying out advisory and non-urgent tree works .....(10 min) <i>(Open Spaces Act, 1906 s.10 )</i>	
<b>9</b>	<b>SALISBURY STREET GREEN</b> .....	<b>17</b>
	To consider installing a bench at Salisbury Street Green .....(5 min) <i>(Open Spaces Act, 1906 s.10 )</i>	
<b>10</b>	<b>PARK WALK PLANTERS</b> .....	<b>20</b>
	To consider placing planters on Park Walk entrance.....(10 min) <i>(Open Spaces Act, 1906 s.10 )</i>	
<b>11</b>	<b>COMMITTEE TERMS OF REFERENCE</b> .....	<b>22</b>
	To review the Committee’s Terms of Reference.....(15 min) <i>(Local Government Act, 1972 s.111)</i>	

(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.111. *Subsidiary powers of local authorities*. [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.

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

Open Spaces Act, 1906 s.10 . *Maintenance of Open Spaces and Burial Grounds*. [Online].

Public Health Act, 1936 s.87. *Power to provide and manage recreation grounds and open spaces*. [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](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)

Shaftesbury Town Council Financial Regulations, 2019. *Financial Regulations*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/07/Financial-Regulations-Adopted-14-May-2019.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)

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

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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)

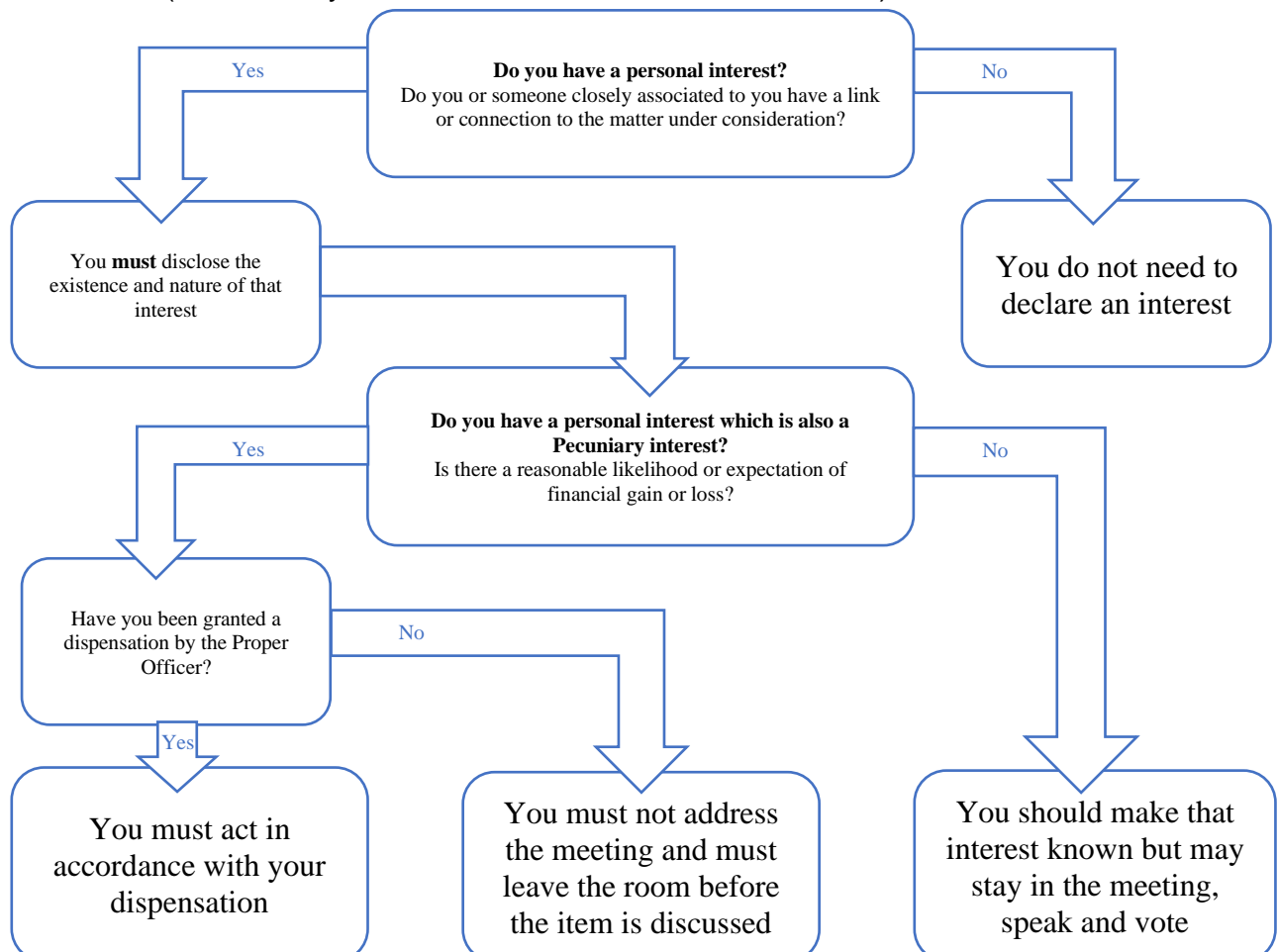
[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

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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. (5 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 [8<sup>th</sup> September 2020](#)

## **4 Reports for Information**

To receive reports and note delegated decisions

(10 min)

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

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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

### **4.2 Douglas Childs Memorial Tree**

4.2.1 The grounds team have confirmed that due to small size of tree, they will be able to remove the existing dead tree.

4.2.2 The application to Historic England is in progress. No works will be undertaken until permission has been received.

4.2.3 The preferred tree guard will be the same as the ones for Rachel Caldwell's memorial tree at the bottom of Castle Hill.

### **4.3 Mampitts Square – Community Consultation**

4.3.1 Dorset Council have sought further information regarding the transfer of land which has been provided. There are no further updates at this stage.

### **4.4 Dementia Friendly Garden**

4.4.1 Cllrs Cook, Loader and Lewer are continuing to look for the most appropriate location with the Administration Officer and Town Clerk. A further update will be provided at the next meeting.

### **4.5 Park Walk Mosaics**

4.5.1 The Senior Groundsman will provide an update on this item.

### **4.6 Castle Green Yoga Evaluation**

4.6.1 A post event evaluation will be provided at the next meeting of the Committee.

### **4.7 Recycling Trial – High Street Bins**

4.7.1 The ROSE committee resolved to undertake a recycling trial in partnership with Dorset Waste Partnership which was due to start in April 2020. Alongside this project a plan was underway to swop out the bins along Park Walk with bespoke recycling bins made from hardwood and constructed by the woodworking team at HMP Guy's Marsh. The day before the wood was due to arrive at HMP Guy's Marsh the prison went into lockdown. Plans were put on hold with the aim to restart the project in the autumn of 2020. The Head of Industries at HMP GM has been in touch to advise that due to some internal HR issues around instructor banding the woodwork workshop has been disbanded in the short to medium term.

4.7.2 The recycling project and bespoke wooden recycling bins will therefore be put on hold and an update will be presented to the ROSE committee in January 2020. The update

will be based on the status of the woodwork workshop and a decision will need to be made in terms of the next steps at that point.

#### **4.8 Swimming Pool**

- 4.8.1 The swimming pool opened 18th July 2020 for a 10 week period up to 27th September 2020 . Income generated over this period was £24,700, producing an average weekly turnover of £2470 . The turnover last year for a 16 week period was £25,997 which included refreshment sales and inflatable sessions which did not happen this year due to Covid restrictions, this produced an average weekly turnover of £1624.81.
- 4.8.2 The cost of running the pool up to 30th September was £35,718 therefore the cost to the Council for this period was £11,018 against a net budget of £33,645.

##### Impact of Covid

- 4.8.3 Savings have been made on advertising due to the short notice and uncertainty of opening. Advertising has been done via social media. Dorset Council cancelled this year's Rates. Additional PPE, cleaning materials ,publicity/display information have been required due to Covid.
- 4.8.4 All payments have been taken by card which reflects in the card machine charges for this year, but this does reduce staff time of counting and taking cash to the bank two to three times a week.

##### Ongoing Costs

- 4.8.5 The final staffing costs will be in the region of £28,600 this includes holiday pay and pool mangers monthly salary. Utility bills will be ongoing although cost reduce once the pool is closed.
- 4.8.6 A few repair and maintenance jobs are needed and possible draining of the boilers to preserve them over the winter, this will all be carried out within the budget remaining against these lines.

#### **4.9 Cycleway**

- 4.9.1 The plans for the cycleway project adopted by ROSE in July 2020 are well underway. A volunteer team has been working with representatives from Sustran's, the national cycling charity and Officers from Dorset Council to develop the local route. The signage is being developed by Sustrans using the designs developed by the local volunteer group of cycling enthusiasts. Cycle parking provision has been reviewed by Dorset Council Cycle Officer and temporary stands will be installed at the Commons, at the top of Gold Hill and two stands along Park Walk. Currently awaiting approval from Historic England for the cycle parking racks along Park Walk. Once the usage is understood then permanent cycle parking solutions will be presented to the ROSE committee in the summer of 2021 for consideration as part of the rollout for phase 2.
- 4.9.2 The Shaftesbury Loop (for walkers and cyclists) as shown on the trifold leaflet (see Councillor Digest of 9<sup>th</sup> October 2020) is being tested out one final time by a new group of volunteers over the next couple of weeks. Once the signage has been installed, likely to be mid-November, then the leaflet will be available to the public. There will be marketing activity in place to raise the profile of the Shaftesbury Loop with the wider audience.

**4.10 Recommendation**

4.10.1 That the report is received and any points of note are identified for future meetings of the Council or it's committees or for action by officers of the Council where it fits within the existing scheme of delegation.

**4.11 Reason for Recommendation**

4.11.1 To provide a minute record of the information provided to the Committee.

## **5 Netball and future sports provision in Shaftesbury**

To consider request to include future sport provision on the Strategic Plan (10 min)

[\(Local Government Miscellaneous Provisions Act, 1976 s.19\)](#)

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### **5.1 Summary**

- 5.1.1 A request has been received for the Council to look at providing netball and multisport court in Shaftesbury.
- 5.1.2 The ideal option would be for a floodlit tarmac court which could be booked by clubs locally. Bourton has one which is a valuable asset to the community, Gillingham also has one but without lighting and it's not full size which limits its use.
- 5.1.3 Provision of a court will meet the Council's objective for increasing diversity of facilities and tackling childhood obesity. It has therefore been provisionally added to the Strategic Plan pending a review of the plan by Full Council.

### **5.2 Scheme of Delegation**

- 5.2.1 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)
- 5.2.2 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)

### **5.3 Financial Implications**

- 5.3.1 There are no financial implications at this stage

### **5.4 Legal Implications**

- 5.4.1 The Council has the power to provide sports facilities in or outside the council's area or contribute towards the expenses of any voluntary organisation or local authority that provides sports facilities in or outside the council's area. (Local Government Miscellaneous Provisions Act, 1976 s.19)

### **5.5 Recommendation**

- 5.5.1 That the Committee supports the inclusion of this project in the Strategic Plan for further investigation.

### **5.6 Reason for Recommendation**

- 5.6.1 To provide authorisation for further investigations into the project to meet 2 objectives on the Strategic Plan.

(End)

Report Author: Claire Commons, Town Clerk and RFO



## **6 Budget**

To consider the committee's budget requirements for 2021 – 2022

(30 mins)

[\(Shaftesbury Town Council Financial Regulations, 2019\)](#)

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### **6.1 Summary**

- 6.1.1 Following the first round of budget discussions, the GEM Committee has requested a forecast of the budget based on the inflation measured by consumer price index for the UK (CPI) and also a 0% increase to the current precept.
- 6.1.2 CPIH Annual rate is 0.5% (Office for National Statistics, 2020). 0% increase on the current precept will not adjust the budget figures from the current year if applied on a line by line basis however the majority of costs in the revenue budget will increase (utilities, fuel, insurance, materials etc). To achieve the desired 0% on precept will require a reduction in the capital and projects plan and review of the earmarked and general reserves.
- 6.1.3 The Grounds Team have identified that a new tractor will provide more efficient management of the Council's land. A report was anticipated for the October ROSE Committee meeting for consideration with the budget. This is still awaited and will be provided instead to the GEM Committee.

### **6.2 Scheme of Delegation**

- 6.2.1 The committee is required to submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process. (ROSE Terms of Reference, 2019)(12)
- 6.2.2 The committee is delegated to review and assess the services including charges. (ROSE Terms of Reference, 2019)(12)

### **6.3 Legal Implication**

- 6.3.1 There are no legal implications arising from this report. The budget recommendations will be considered in several stages before adoption by the Full Council.

### **6.4 Recommendation**

- 6.4.1 That the Committee identifies any project priorities or financial requirements and recommends to Full Council to feed into the final budget.
- 6.4.2 That the Committee recommends to Full Council for the Hall Hire and Hire of Council land to fall within the ROSE Committee budget and area of responsibility.

### **6.5 Reason for Recommendation**

- 6.5.1 To demonstrate public engagement and robust budget setting process to deliver the committee's requirements for the forthcoming financial year.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

## 7 Play Inspection Report

To receive the annual play inspection report and actions arising (20 min)

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

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### 7.1 Summary

7.1.1 The Annual Play inspections have been carried out by an independent external company. The table below shows the number of findings in each category with a total column on the right. It is heartening to see that there are no high risk items and only 7 moderate risk with the remaining either low or very low.

<b>Location</b>	<b>Moderate</b>	<b>Low Risk</b>	<b>Very Low Risk</b>	<b>Total</b>
<i>Ash Close</i>	0	27	11	38
<i>Barton Hill</i>	2	14	13	29
<i>Cockrams</i>	0	15	5	20
<i>Enmore Green</i>	0	13	5	18
<i>Gower Road</i>	0	13	3	6
<i>St James</i>	3	40	7	50
<i>Wincombe Recreation Ground</i>	2	85	18	105
	<b>7</b>	<b>207</b>	<b>62</b>	<b>276</b>

7.1.2 Officers have worked through all the items and prepared an action sheet of works which is available to all members via the weekly digest, you will see from this that some items have already been completed and others are underway.

7.1.3 St James' play area is scheduled for replacement play equipment this year, having been delayed slightly due to restrictions around Covid-19. Officers will prepare a playground strategy as set out in the Strategic Plan which will inform budget and members on the schedule and style for repair and replace at each area.

### 7.2 Scheme of Delegation

7.2.1 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)

7.2.2 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)

### 7.3 Financial Implications

7.3.1 There are no financial implications arising directly from this report, maintenance issues are met through the current revenue budget and replacement equipment for St James will be brought back as a proposal to the Committee shortly.

### 7.4 Legal Implications

7.4.1 The Council has the power to provide and manage recreation grounds, public walks, pleasure grounds and open spaces. (Public Health Act, 1936 s.87)

**7.5 Risk**

7.5.1 There is a risk of harm if matters identified are not addressed.

**7.6 Recommendation**

7.6.1 That the Annual Inspection report is adopted and that the Town Clerk be authorised to take all such steps as she considers necessary to remedy points in the report within her delegated financial authority.

**7.7 Reason for Recommendation**

7.7.1 To act promptly to rectify areas identified within the report.

(End)

Report Author:

Claire Commons, Town Clerk and RFO

## **8 Trees**

To carrying out advisory and non-urgent tree works

(10 min)

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

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### **8.1 Summary**

- 8.1.1 The Council commissions tree surveys to ensure that its trees are correctly maintained and mitigates against damages.
- 8.1.2 The remaining works from last year's survey are shown on the table below. They identify a small number of advisory works and the rest are non-urgent.
- 8.1.3 In addition to that report, other works have been identified which is also shown in more detail below.

### **8.2 Scheme of Delegation**

- 8.2.1 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)
- 8.2.2 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)

### **8.3 Financial Implications**

8.3.1	Cost to complete all outstanding work from survey	£7629
	Cost to complete non-urgent actions only	£6047
	Works required rear of The Old Meeting House	£395 or £695
	Works to Park Walk	£251
	Proposed works to Bury Litton	£595
	Removal of ash tree St Johns Hill	£495
	Total cost if all works are agreed	£9665
8.3.2	Funds available:	
	Revenue budget Tree Works	£5500
	5 year tree plan	£5000
	Strategic Tree Works	£1795
	Less committed funds tree plan	-£3000
	Less committed funds tree survey	-£3000
	Total funds available	£16295
	Less works identified	£9665

## 8.4 Legal Implications

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

## 8.5 Recommendation

8.5.1 That the Committee resolved to undertake all identified works and authorises the Town Clerk to be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

## 8.6 Reason for Recommendation

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

## 8.7 Works from Tree Report

Location	Tree No.	Tree Type	Work to be completed	Cost	Comments
Barton Hill	T284	Common Lime	Reduce the height of the crown by 2m to lessen the wind loading on the weak union and allow it to form a stronger union for the future. The reduction should create a natural flowing crown shape.	£ 165.00	Non Urgent
Christys Lane	T348	English Oak	Fell	£ 165.00	Advisory
Christys Lane	T353	Ash	Fell	£ 86.00	Advisory
Christys Lane	T356	Ash	Fell	£ 165.00	Advisory
Christys Lane	T358	Ash	Fell	£ 260.00	Advisory
Christys Lane	T359	Ash	Fell	£ 260.00	Advisory
Enmore Green	T1	Sycamore	Crown Lift over the footpath up to 3m by removing the secondary branches below this point entirely.	£ 86.00	Advisory
Enmore Green	T2	Goat Willow	Crown Lift over the footpath up to 2.5m by removing the secondary branches below this point entirely.	£ 86.00	Advisory
Linden Park	T311	Common Lime	Reduce the height of the secondary stem that extends over the drive by 3-4m	£ 86.00	Non Urgent
Pine Walk	T136	Beech	Reduce the height & Length of the secondary stem that extends over the property by 2-3m. Install a non-invasive flexible brace at 6-7m from the secondary to the main stem and another between the two main stems at approx 12m.	£ 510.00	Non Urgent
Pine Walk	T185	Norway Maple	Remove the deadwood that overhangs the path	£ 75.00	Non Urgent

Report 1020ROSE08

Location	Tree No.	Tree Type	Work to be completed	Cost	Comments
Pine Walk	T186	Beech	Install a non-abrasive flexiable brace form the secondary stem on the western side to the primary stem at 10m. Remove any deadwood that overhangs either path.	£ 510.00	Non Urgent
Pine Walk	T165	English Oak	Fell	£ 520.00	Non Urgent
Queens Mothers Gdn	T90	Ash	Fell & Poison stump	£ 165.00	Non Urgent
Rear Jeanneau Close	T363	Alder	Fell	£ 86.00	Non Urgent
Rear Jeanneau Close	T364	Ash	Fell	£ 165.00	Non Urgent
Rear Jeanneau Close	T365	Ash	Fell	£ 260.00	Non Urgent
St James	T235	Cherry	Lift the crown to give 3m clearance over the seesaw	£ 43.00	Advisory
St James	T250	Horse Chestnut	Fell & replace with a more appropriate species	£ 345.00	Advisory
St James	T198	Small Leaf Lime	Reduce the length of the lowest limb that overhangs the swing set by 3-4m to lesson the loading on the union and to lift away from the swings. Remove the deadwood.	£ 345.00	Non Urgent
St James Park	T197	Small Leaf Lime	Reuce the length/height of the stems that extend south/south-west over the gardens by 4-5m to create a natural crown shape.	£ 695.00	Non Urgent
Tout Hill	T38	Sycamore	Remove deadwood from the crown and ivy and from the base	£ 175.00	Non Urgent
Tout Hill	T41	Sycamore	Reduce the heigh of the crown by 4m.	£ 445.00	Non Urgent
Tout Hill	T33	Sycamore	Reduce the height of the stem that leans over the road towards the green shed on the opposite side of the road by 4-6m. Sever ivy at base. Remove deadwood and hanging branches.	£ 445.00	Non Urgent
Tout Hill	T11	Sycamore	Reduce height of the crown by 4-5m to retain or alternativeliely fell and replace with a better specimen as this will require regular maintenance if retained	£ 1,390.00	Non Urgent or reduce £695
Trinity	T73	Holly	Fell & Poison stump	£ 86.00	Advisory
Trinity	T40	Yew	Remove the deadwood that overhangs the car park entrance	£ 10.00	Non Urgent

Total **£ 7,629.00**

Non Urgent £ 6,047.00

## Report 1020ROSE08

Location	Tree No.	Tree Type	Work to be completed	Cost	Comments
			Advisory	£ 1,582.00	

### 8.8 Additional Works

#### 8.8.1 St James

To reduce back overhanging large limbs that are extending into the property of the Old Meeting House, St James £395 or £695 to remove limbs but also reduce down tree heights to 5m to reduce risk of failure in the future.

#### 8.8.2 Park Walk

Remove dead Swedish White Beam (£165)

Trim back signs of die back from Crimson Maple so that it will hopefully rejuvenate (£86)

#### 8.8.3 Bury Litton

Shaftesbury Tree Group have been monitoring the trees in Bury Litton, and should like to make the following proposals to maintain the attractiveness of the churchyard, keep open the views, and specifically to gradually give the Shaston Yew and St John's Yew more light and space to increase their longevity. Dorset Tree Officer has been consulted. The report from the Tree Group is available in the Council's digest and includes photos relating to the areas of work.

H1. Trim laurel hedge by road to a height of 1- 1 1/2m

T1. Goat willow by road, pollarded a couple of years ago. Prune back new shoots to previous pollard points and shape to form rounded crown. (It is growing into the yew on its north side).

T2, T3, T4. Group of 3 elongated sycamores south west of Shaston Yew. Fell to give more light to Shaston and Irish yews

T5. Irish Yew: prune back limb that extends in a north easterly direction to a new growth point.

T6. Remove Cockspur hawthorn and native hawthorn at its base to give more light to the southernmost (St John's) yew.

T7. Remove the dead wood from the yew over the road.

T8. Remove the dead wood from the adjacent ash over the road.

T9. Coppice the sycamore tree growing further down the bank.

T10. Coppice the small sycamore tree on the southern slope that is impeding the view over the Vale.

T11 Prune back west facing branch of sycamore to maintain the view.

Cost of above £ 595 and is subject to permission from Historic England

#### 8.8.4 St Johns Hill

## Report 1020ROSE08

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It came to our attention whilst quotes were being sourced that urgent works is required to an ash tree at the top of St Johns Hill, which has developed a large split and could fall onto the road. This was confirmed by our tree surveyor. This work has been agreed under the Clerk's delegated authority at a cost of £495 and will be carried out shortly.

(End)

Report Author:

Tracy Moxham, Finance and Services Officer



## **9 Salisbury Street Green**


To consider installing a bench at Salisbury Street Green

(5 min)

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

### **9.1 Summary**

- 9.1.1 The Shftesbury Open Spaces Group have requested that a small bench is installed at Salisbury Street Green along with the information board which has already been agreed.
- 9.1.2 The Grounds team have expressed a preference for wood effect recycled benches to as a more eco-friendly option in accordance with the Council declaring a climate emergency. They also advise that these benches are significantly more resistant to vandalism and maintenance is negligible.
- 9.1.3 All the benches shown are environmentally friendly made from recycled material, vandal and weather resistant requiring little or no maintenance.
- 9.1.4 The seats come with the option (except Fusion) of black or bornw slats as standard made from Eniropol which is predominantly produced from post consumer polyethylene and polypropylene, made up of carrier bags, pots, tubs and trays, a large majority of which are single use plastics.
- 9.1.5 At an additional cost they can be produced with Timberol slats which offers a wood effect appearance but does not present any of the usual drawbacks of wood as it will not rot or splinter and is knot free. It is a sustainable option, made from a minimum of 70% recycled hardwood sawdust (that would otherwise go to waste) and recycled polypropylene.
- 9.1.6 If a specific location within Salisbury Street Green is required, the Committee should identify it or authorise the Town Clerk to site appropriately.

	Name		Standard	Timberol
	Phoenix Duo	Available as a Duo which comfortably fits two people or standard size.	Standard £395	Timberol £470
	Phoenix Full		Standard £459.50	Timberol £552

## Report 1020ROSE09

	<p>Lowther</p>	<p>A traditional heritage style bench with cast recycle aluminium seat ends and durable slats and is corrosion resistant. This seat comes with the added option of Vandalex coated aluminium slats.</p>	<p>Timberol £496</p>	<p>Vandalex £606</p>
	<p>Countryside</p>	<p>A slightly more modern style and is designed to look like wood.</p>	<p>Standard £515</p>	<p>Timberol £600</p>
	<p>Fusion</p>	<p>A bench style seat available in light or dark wood effect , black or silver slats</p>	<p>£307.21</p>	

### 9.2 Scheme of Delegation

- 9.2.1 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)
- 9.2.2 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)

### 9.3 Legal Implications

- 9.3.1 The Council has the power to provide and maintain open spaces (Open Spaces Act, 1906 s.10 )

### 9.4 Financial Implications

- 9.4.1 Please see table above for cost options. There currently £21,825 in the earmarked reserves for Street Furniture.
- 9.4.2 Members should note that the High Street bins project which was stalled due to Covid-19 will also be funded from this budget line.

**9.5 Recommendation**

9.5.1 That the Committee resolves it's preferred location and style of bench and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution

**9.6 Reason for Recommendation**

9.6.1 Salisbury Street Green is planned to be a wildlife oasis within the centre of town. The planting proposal and wildlife information board will be complemented with a space to sit and watch the wildlife.

## 10 Park Walk Planters

To consider placing planters on Park Walk entrance

(10 min)

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

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### 10.1 Summary

- 10.1.1 The Committee considered the issue of unauthorised vehicular access to Park Walk and delegated to the Town Clerk to research options to prevent vehicles accessing Park Walk and to use signage to deter vehicles.
- 10.1.2 Fixed solutions are not possible as the end of Abbey Walk is a Highway and nothing may be fixed at this point, once passed Abbey Walk the area is a scheduled ancient monument and permission to fix into the ground is discouraged and difficult to obtain.
- 10.1.3 The solution must be able to allow authorised vehicles through and there is a need for emergency vehicles and those accessing properties via an easement or permit to still have access. Vehicles are also permitted for events such as Gold Hill fair and other market events.
- 10.1.4 The following planters are examples which can then have a chain placed between them which authorised vehicles would have to remove to access and the replace after passing.



### 10.2 Scheme of Delegation

- 10.2.1 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)
- 10.2.2 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)

### 10.3 Financial Implications

10.3.1 Costs of planters illustrated can be sourced for approximately £250 - £500 each. A weatherproof sign to hang from the chain between the planters would also be required. Costs would be from the Street Furniture budget unless otherwise directed.

#### **10.4 Legal Implications**

10.4.1 The Council has the power to provide and maintain open spaces (Open Spaces Act, 1906 s.10 )

<b>10.5 Recommendation</b>
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10.5.1 That the Committee resolves it's style of planters for installation with a chain and sign at the entrance to Park Walk from Abbey Walk and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution

#### **10.6 Reason for Recommendation**

10.6.1 To reduce the occurrence of unauthorised vehicular access to Park Walk and preserving the Scheduled Ancient Monument, promenade and vista.

(End)

Report Author;

Claire Commons, Town Clerk and RFO

## **11 Committee Terms of Reference**

To review the Committee's Terms of Reference

(15 min)

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

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### **11.1 Summary**

11.1.1 The Council has resolved to refer the Terms of Reference to each committee for consideration and recommendation back to Full Council. (See minutes of Annual Meeting 29<sup>th</sup> September 2020)

11.1.2 The existing Terms of Reference are shown below.

11.1.3 An alternative Terms of Reference for the Committee was proposed in February and may be considered as a replacement or to prepare a hybrid of both. Those can be viewed at <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/02/2020-02-18-FC-Agenda.pdf>

### **11.2 Scheme of Delegation**

11.2.1 The Terms of Reference for each of the Council's Committees, Sub Committees, Advisory Committees and Joint Committees (as appropriate) shall be appended to the Scheme of Delegation and reviewed annually in their entirety.

### **11.3 Financial Implications**

11.3.1 There are no financial implications arising from this report

### **11.4 Legal Implications**

11.4.1 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)

<h3><b>11.5 Recommendation</b></h3>
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11.5.1 That the Committee reviews its existing terms of reference and recommends amendments and subsequent adoption to Full Council.

### **11.6 Reason for Recommendation**

11.6.1 To provide accurate and appropriate terms of reference fitting with the work of the Council and clear delegation where appropriate from Council to Committee.

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**RECREATION, OPEN SPACES AND ENVIRONMENT COMMITTEE**

**Mission Statement**

The Recreation, Open Spaces and Environment Committee is committed to the sensitive and careful management, maintenance and improvement of the town's open spaces, recreation and amenity areas and seeks to conserve the environmental heritage entrusted to the people of Shaftesbury for the benefit of future generations. It gives careful consideration to the strategic plans for the town's recreation, environment and amenities and is mindful of and will discharge its role with due consideration to operate within its budget and be financially accountable.

**Delegation**

1. Shaftesbury Town Council has agreed to adopt the Recreation, Open Spaces and Environment Committee Terms of Reference at its meeting held on 31<sup>st</sup> May 2016 and has recorded the decision under Minute FC13.
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

**Procedures**

1. The Committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Town Clerk will provide administrative support for Committee meetings.

**Meetings**

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council Recreation, Open Spaces and Environment Committee will aim to meet at least once in each five week cycle of meetings.
3. Additional meetings as may be required.
4. Six Councillors will be members of the Committee. The quorum of the Committee shall be three.
5. There will be a public consultation period at each meeting.

**Remit**

The Recreation, Open Spaces and Environment Committee has the delegated authority to manage and consider amenity areas and open spaces, play areas, hedges and trees. The Committee has the delegated authority to manage the revenue budgets allocated to this Committee, to be accountable for any overspends and to make recommendations to the General Management Committee for the allocation of any resultant underspends. The Committee will hold the delegated authority to identify and recommend capital projects for the areas within its remit and to monitor the execution of said capital projects. To ensure Council makes best use of its resources and assets at its disposal in delivering services for and on behalf of the town. The terms of reference for the Committee shall be reconsidered on an annual basis or as needed.

**Terms of Reference**

1. To manage and enhance all amenity and recreation areas and open spaces within the parish boundary in the ownership of the Town Council and to give consideration to a programme of maintenance to ensure that they are cared for to a high standard, carrying out appropriate risk assessments and health and safety inspections.
2. To develop and manage a rolling programme of improvement and refurbishment of play areas so that they become attractive and safe places catering for all the young people of the town, to include the provision for cycling within this programme.
3. To maintain a high standard of maintenance of the town's gardens in support of tourism and the town's 'In Bloom' efforts.
4. To be responsible for the management and maintenance of trees within the Town Council's ownership and to develop a rolling programme of tree work and planting.
5. To give due regard to the environment and to consider the environmental impact of matters within its remit.
6. To be responsible for managing and determining applications for the hire of Council land.
7. To consider the recommendations of the Tree Group and the Open Spaces Group in the conservation of the open spaces in the town and the promotion of sensitive new planting to sustain the landscape for future generations and to liaise with other interested bodies who can advise on areas within the Committee's remit.
8. To monitor and manage the grass cutting operation - both that provided by DCC and that provided by STC.
9. To oversee the management of the grounds team operation, including the provision of a grounds team hub and the maintenance and purchasing of appropriate equipment.
10. To be responsible for the maintenance and management of the Council's assets for open spaces, including determining applications for memorial benches and trees in consultation with the Shaftesbury Tree Group and Shaftesbury Open Spaces Group.
11. To oversee the necessary Health and Safety inspections, receive reports and undertake actions as necessary.
12. To review and assess the standard and type of services provided by the Committee and the financial resources necessary to sustain them, giving consideration to bookings and charges and making the necessary recommendations for the preparation of the yearly budget.
13. To review and assess the current provision of allotments within the town (with the objective of resolving the problems / issues preventing the adoption and management of an allotment site by an Allotment Association), and, when required to establish new allotments.
14. To ensure the release of appropriate information to the press and the public in a timely manner.
15. To co-opt onto the committee as and when necessary those representatives of significant organisations relevant to the work of the committee (e.g. Shaftesbury Tree Group and Shaftesbury Open Spaces Group) who the committee considers will help it with its decision-making by virtue of their knowledge and experience. Such representatives shall be nominated by the organisations themselves, but the committee shall reserve the right to refuse a nomination on the condition that its reasons for refusal are publicly stated.
16. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Adopted 23rd July 2019



**1) ROSE COMMITTEE**

- a) Membership and Frequency of Meeting
  - i) 6 members of the Council who will meet as committee at least 3 times per year
  - ii) Members to be appointed by Full Council each year.
  - iii) Quorum 3
- b) Matters for consideration and determination – 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* which includes Communications and Community Group liaison
  - iv) Any other matter which may be delegated to it by the Full Council from time to time
  - v) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance and Governance Committee for final consideration and determination