



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's Recreation, Open Spaces and Environment Committee (ROSE), 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 23 March 2021** [online at Zoom.us. Meeting ID: 837 3078 2243](https://us.zoom.us/j/83730782243)

All other recipients for information only

Claire Commons CertHE Fellow SLCC, Town Clerk and Responsible Finance Officer (RFO)
17th March 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 | APOLOGIES | 4 |
| | To receive and consider for acceptance, apologies for absence | (1 min) |
| | <i>(Local Government Act, 1972 s.85)</i> | |
| 2 | DECLARATIONS OF INTEREST | 4 |
| | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. | (1 min) |
| | <i>(Shaftesbury Town Council Code of Conduct, 2019)</i> | |
| 3 | MINUTES | 5 |

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 REPORTS FOR INFORMATION 6

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

(Shaftesbury Town Council Scheme of Delegation, 2020)

5 TERMS OF REFERENCE 8

To review the terms of reference in readiness for the Annual Meeting in May(10 mins)

(Local Government Act, 1972 s.111)

6 YOGA IN THE PARK 10

To support the 2021 Yoga and Wellbeing event(s) at Castle Hill Green.....(10 mins)

(Local Government Act, 1972 s.111)

7 2021 TREE MANAGEMENT REPORT 12

To receive and note the latest Tree Management Report(10 mins)

(Local Government Act, 1972 s.111)

8 TERRACYCLING 13

To consider granting permission to use Council Land for Terracycling Bins(10 mins)

(Local Government Act, 1972 s.111)

(End)

Anticipated meeting end time 8:00pm

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].
- Open Spaces Act 1906, s 10. *Maintenance of open spaces and burial grounds by local authority*.. [Online].
- Open Spaces Act, 1906 s.10 . *Maintenance of Open Spaces and Burial Grounds*. [Online].
- 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, 2020. *Scheme of Delegation*. [Online]
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/11/Scheme-of-Delegation-2020-11-03.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

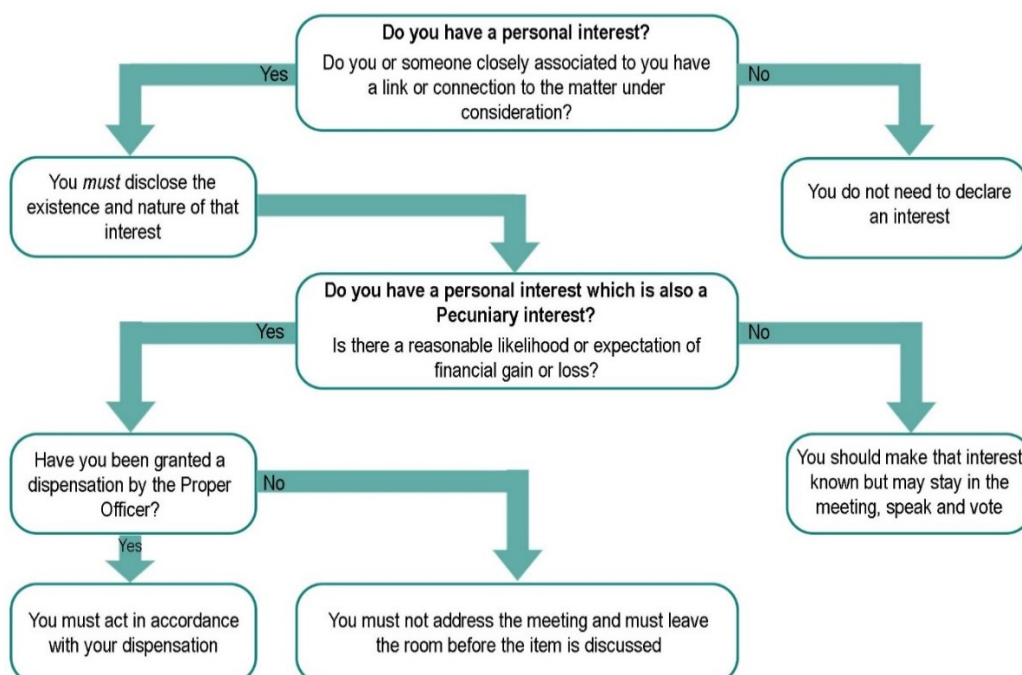
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

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

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 [16th February 2021](#)

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](#))

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 16th February 2021

4.2.1 Progress report from the February meeting:

4.2.2 Jubilee Railings – ***Waiting on quotes.***

4.2.3 Investigate fencing for Coppice Street Play area to prevent dogs entering. (consider wooden post and rail with wire method, and parallel hedge planting). - ***A site meeting was held on Cockram's and options for fencing discussed, we are now waiting on quotes.***

4.2.4 Installation of lighting at the basketball court. To include an option for a less expensive short term solution. - A site meeting held on 9th March and recommendations from the electrician are awaited. Once the options have been received this information will be presented to the ROSE committee for consideration.

4.2.5 Look into improving the section of the White Hart Link route that crosses Castle Hill. - Kevin Perry ROWLO (volunteer Rights of Way Liaison Officer) has assessed the N1/26 footpath. This section of path is maintained by the Rangers as part of a Service Level Agreement that is in place with Shaftesbury Town Council and Dorset Council. This issue has been raised with the Senior Ranger and options will be discussed on how this footpath can be more accessible as part of the Castle Hill Management plan.

4.2.6 Investigate the need to dredge the pond on Castle Hill. (usually done on a 5-year basis and at a time of year least disruptive to newts) To also investigate installing fencing around this pond. - ***This is under review as part of the Castle Hill Management Plan.***

4.2.7 Check the fixings of the poster on the noticeboard at Salisbury Street Green. - ***Completed***

4.3 Actions from previous meetings

4.3.1 Scope out a plan for Goats grazing on the slopes at Castle Hill. – ***In progress.***

4.3.2 Dorset Council's Climate Emergency Strategy and Action Plan. - ***In progress.***

4.3.3 Southern Slopes Management plan – ***In progress.***

4.3.4 Queen Mother's Garden - Andrew is starting to clear week commencing 8th February. He is going to initially dig over and clear the whole area, replanting many of the existing plants. Once the clearance has been done, additional planting will be carried out.

4.4 Other matters to note

4.4.1 Correspondence in - 'Just an idea. At present there is a very good slide at St James Park. To attract visitors to Shaftesbury why not build a "Super Slide" from Park Walk all the way down the hill: It could be 100m and fast and cool. "The longest slide in the UK after The ArcelorMittal Orbit" (The ArcelorMittal Orbit is 178m at the Olympic Park in London). Or "the longest slide in Wessex".'

4.4.2 Request in for 4 extra picnic tables on Castle Hill.

4.5 Recommendation

4.5.1 That the reports are received and noted, and any decisions needed are made.

4.6 Reason for Recommendation

4.6.1 To ensure members are kept aware of progress on matters relating to this committee and make any needed decisions.

(End)

Report Author: Zoe Moxham, Officer Administrator

5 Terms of Reference

To review the terms of reference in readiness for the Annual Meeting in May (10 mins)

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

5.1 Summary

- 5.1.1 Committee to review the terms of reference in readiness for the Annual Meeting in May
- 5.1.2 The existing Terms of Reference are shown below in Appendix A.
- 5.1.3 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.

5.2 Legal Implications

- 5.2.1 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)

5.3 Scheme of Delegation

- 5.3.1 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

<h3>5.4 Recommendation</h3>

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">5.4.1 That the Committee reviews its existing terms of reference and recommends amendments and subsequent adoption to Full Council. |
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5.5 Reason for Recommendation

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

(End)

Report Author: Zoe Moxham, Officer Administrator

Appendix A.

RECREATION OPEN SPACES AND ENVIRONMENT - Matters delegated to the Recreation, Open Spaces and Environment Committee:

8.1. 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

8.2. 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 General Management Committee for final consideration and determination.

6 Yoga in the park

To support the 2021 Yoga and Wellbeing event(s) at Castle Hill Green(10 mins)

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

6.1 Summary

6.1.1 In November 2020, the ROSE committee RESOLVED to receive and note the Yoga 2020 evaluation report and considered the community benefits when looking at 2021 activity and budget linked to the STC strategic Plan.

6.1.2 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!

6.1.3 The 2021 Yoga event(s) aims to build on the success of 2020 and will include a range of health and wellbeing activity by qualified instructors as follows:

- 9-10am Pilates including range of body biomechanics
- 10.30-11.30 Tai Chi
- 12-1pm Yoga

6.1.4 The events are tentatively scheduled on 26th June, 3rd, 10th and 17th July 2021.

6.2 Legal Implications

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

6.3 Scheme of Delegation

6.3.1 Matters delegated to the Recreation, Open Spaces and Environment Committee: 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 include: Facilities, Street Scene, **Parks & Open Spaces**, Cemeteries Business Services which include the Guildhall, The Charter Market, Markets and Events Community Services which include **Communications and Community Group liaison**

6.4 Financial Implication

- 6.4.1 The 2021/ 2022 budget was resolved in January 2021 and a sum of £2,000 was allocated for the 2021 Yoga in the Park event(s).
- 6.4.2 The 2020 event(s) was managed through a Fields in Trust grant of £3,902. Some of the costs from 2020 will be negated in 2021 such as marketing banners, social media set-up, yoga mats therefore a reduced cost.
- 6.4.3 The estimate for the 2021 has been calculated at £2,630. This includes Digital Marketing of all the events including the 'warm up' communication, all aspects of teaching and site-set up and management.
- 6.4.4 There is an expectation that a funding partner can be found to top up the budget to £2,630.

6.5 Risk

- 6.5.1 The Government roadmap out of lockdown is delayed therefore impacting on the 2021 schedule of activity.
- 6.5.2 A funding partner cannot be found and therefore a potential impact on STC reserves.

<h2>6.6 Recommendation</h2>

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| <ul style="list-style-type: none">6.6.1 That the committee resolves to support the 2021 Yoga and Wellbeing event(s) and allocates £2,000 from the 4904 budget line (Yoga in the Park) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

6.7 Reason for Recommendation

- 6.7.1 The feedback from the 2020 was phenomenal therefore the expectation that the 2021 event will be as (or more) successful than the previous year. The National Roadmap out of lockdown is planned to end on 21st June therefore first event is scheduled for 26th June. The event(s) will be marketed as a celebration of lockdown ending and an engaging way of connecting with health and wellbeing in a natural environment.

(End)

Report Author: Brie Logan, Business Manager

7 2021 Tree Management Report

To receive and note the latest Tree Management Report (10 mins)

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

7.1 Summary

- 7.1.1 We have received the latest Tree Management Report please see below for full details.
- 7.1.2 Link to the [Tree Risk Assessment](#) - The usual report with all of the trees listed and all of maps at the rear. There are no trees that need work in the high priority rating. The chart illustrates a reduction in the recommended works which clearly reflects the management plan is working well. There is an expectation that the recommendations will continue to reduce as the management plan continues to become an established process.
- 7.1.3 Link to the [Tree Management Specification](#) - A single one page document detailing the prioritised works schedule is significantly shorter than in previous years. The maps presented at the end of the document show the trees where works have been recommended.
- 7.1.4 Also, the maps now contain 'What3words' locations to aid contractors because some had trouble finding them last year.

7.2 Legal Implications

- 7.2.1 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)

7.3 Scheme of Delegation

- 7.3.1 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

<h3>7.4 Recommendation</h3>

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| <ul style="list-style-type: none">7.4.1 That the Committee receives and notes the report. |
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(End)

Report Author: Zoe Moxham, Officer Administrator

8 Terracycling

To consider granting permission to use Council Land for Terracycling Bins (10 mins)

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

8.1 Summary

- 8.1.1 The Town Council has been approached regarding the locally run Terracycling scheme. See Appendix B, below for more information of this scheme.
- 8.1.2 A Terracycle volunteer has managed the recycling point outside her house however due to a pending house move a new location needs to be agreed.
- 8.1.3 The request to support the Terracycling scheme by providing a location has been received and the following areas have been suggested;
- Cockrams Play Area, near to Youth Club car park
 - Barton Hill, near to the Grounds Hut
 - Wincombe Park, just opposite the School
- 8.1.4 The request is for a location only, all other aspects of this project will be run by the team of volunteers. The bins will be checked and emptied regularly.

8.2 Legal Implications

- 8.2.1 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)

8.3 Scheme of Delegation

- 8.3.1 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

<h3>8.4 Recommendation</h3>

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| <p>8.4.1 That the Committee supports the terracycling scheme by granting permission for them to use an area of Town Council owned land.</p> |
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8.5 Reason for Recommendation

- 8.5.1 To support the issues of climate change and environmental sustainability.

(End)

Report Author: Zoe Moxham, Officer Administrator

Appendix B.

From the Terracycle Website: [About TerraCycle®](#)

Founded in 2001, TerraCycle® (www.terracycle.com) is the world's leader in the collection and reuse of non-recyclable post-consumer waste. TerraCycle® works with over one hundred major brands in twenty countries across the globe to collect used packaging and products that would otherwise be destined for landfills. It repurposes that waste into new eco-friendly materials and products that are available online and through major retailers. The waste is collected through TerraCycle®'s National recycling programmes, which are free fundraisers that pay schools, charities and non-profits for every piece of waste they collect and return.

From Terracycle for Shaftesbury Facebook page – last year...

We collect waste such as Crisp Packets, pet food & biscuits and chocolate wrappers which would otherwise be sent to landfill. The waste is collected and then sent off to an organisation called TerraCycle who clean and shred the waste, turn the waste into pellets which are then used to make things like park benches & children's playgrounds.

For every kg of waste, we send off we are awarded points which are then exchanged for money to be donated to our chosen charities. We are currently supporting Kicks Count & Dorset Mind. We review our charities quarterly and allow you to vote for which charity we will support next.

We have some great bins which were fundraised for by members of our private group to make bringing and dropping off your waste to us really easy. We are located just a 2 minute drive from Shaftesbury's Household recycling centre.

Anyone is welcome to come and use our recycling point!

We currently recycle:

Crisp Packets

Pet Food packaging (clean and dry)

Oral Care

Cleaning Products

Biscuit, Cracker & Cake Packaging

Confectionary

All the above can be from any brand. Please see posters below for full details of what is accepted. Each waste stream is specific on product type rather than what the product is made from so general plastic from your vegetables or frozen food is not accepted currently.

Recent Facebook posting ...

We have been up and running since June 2019 and have already saved over 70KG of waste from landfill with more coming in to be sent off every day. We need a new home, can you help?!

TerraCycle for Shaftesbury is a recycling scheme set up in 2019. It recycles waste that would otherwise end up in landfill, such as Crisp Packets, Confectionary Wrappers, Pet Food and so much more. The big companies like Walkers also pay out for every KG recycled which is then donated to charity. So far we have already saved 100s of KGs from landfill, but now the scheme needs a new home.

... We are looking for someone or an organisation who can take this on! This person or organisation would be responsible for:

- **Providing a safe location for the bins in which public can access to drop off their recycling.**
- **Emptying the bins as and when and packing waste into boxes to send to TerraCycle to be recycled.**

The community of Shaftesbury raised the funds for these bins, therefore ideally these bins need to remain in Shaftesbury or surrounding villages.

The Location & signage ...

The pictures show the bins in the two locations that have been used in Shaftesbury so far. The posters show the type of signage available to guide people who are depositing waste.



Recycle Here:

- Crisp Packets
- Biscuit, Cracker & Cake Wrappers
- Pet Food Pouches & Packaging
- Old Toothbrushes & toothpaste tubes
- Confectionary Wrappers
- Cleaning Products
- Bread Bags
- Nuts, Pretzel & Popcorn Packets
- Personal Care & Beauty
- Cheese Packaging



Raising funds for:



THE CONFECTIONERY RECYCLING PROGRAMME

ACCEPTED WASTE

All brands of plastic confectionery packaging are accepted in the programme, examples of which can be seen below.

Plastic chocolate and sweets pouches and bags



Chocolate and sweets multipack outer plastic packaging



Individual chocolate bar wrappers



Plastic chocolate block wrappers



Packaging images are for illustrative purposes only

Waste that is NOT accepted

- Breakfast, granola and energy bar wrappers
- Aluminium foil, cardboard and paper wrappers. For example: individual foil and paper packets (like ROWNTREE'S® Fruit Pastilles or KITKAT® Biscuits) and cardboard tubes and boxes (like SMARTIES® or AFTER EIGHT®) are not accepted in this programme. These can be recycled via local council facilities.
- Metal tins and rigid plastic trays or tubs. For example: QUALITY STREET® plastic tubs or DAIRY BOX® chocolate box packaging are not accepted in this programme. These can be recycled via local council facilities.
- QUALITY STREET® wrappers as these are biodegradable via home composting.



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THE CRISP PACKET RECYCLING SCHEME

ACCEPTED WASTE



Any brand of crisp packets

Waste that is NOT accepted:

- Popcorn bags
- Crisp tubes
- Pretzel bags
- Meat snack bags

Waste that is accepted:

- Any brand of crisp packets



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