




Shaftesbury Town Council

To: Members of Shaftesbury Town Council's Recreation, Open Spaces and Environment Committee (ROSE). ROSE Councillors; Cook (Chair), Brown (Vice-Chair), Edwyn-Jones, Hall, Loader, Proctor. All other recipients for information only.

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 pm on Tuesday, 08 February 2022 in the Council Chamber, Shaftesbury Town Hall, High Street, SP7 8LY

Members are reminded of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#) are available to view here.

Mrs Brie Logan, Interim Town Clerk,
02 February 2022 

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes. The meeting will also be hosted online. **Public, press and non-committee members, join on your computer or mobile app [Click here to join the meeting](#)**

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
(Committee on Standards in Public Life, 1995)

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1 Apologies

Report 0222ROSE1

To receive and consider for acceptance, apologies for absence

(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.
- 1.1.2 Cllr Proctor – personal reasons

2 Declarations of Interest

Report 0222ROSE2

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

(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

Report 0222ROSE3

To receive the minutes of the previous meeting of the Recreation, Open Spaces and Environment Committee.

(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)

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 inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).
- 3.1.3 Minutes to be adopted: [11th January 2022](#)

4 Officer Report to the Committee

Report 0222ROSE4

To receive reports pertaining to the Recreation, Open Spaces and Environment Committee
(*Local Government Act, 1972 Sch 12*)

4.1 Summary

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

4.2 Updates and Actions from 09/11/2021

- 4.2.1 Oasis / Swim England Report Update – see agenda item 5
- 4.2.2 St James Park & Jubilee Steps Masterplan – Landscape Architect developing the Concept Plan. Community engagement planned for **Sunday 6th March** from 11 – 2. Youth Council has been invited.
- 4.2.3 Play & Playable Spaces Masterplan Strategy for Shaftesbury – timeline

Survey/ analysis	July 2022
Concept	July 2022
Report preparation	August 2022
ROSE to consider report and agree priorities areas for improvement	September 2022
Works to commence in agreed areas pending recommendations from concept report	Winter 2022/ 2023

- 4.2.4 COMF funding MUGA project – tender live on contract finder – tenders to be reviewed week commencing 14/2 and recommendation to Full Council in February 2022
- 4.2.5 The Bluebells and access to Wincombe Recreational Ground – Persimmon works are due to be completed by 25th March 2022 thereafter Moore's construction will complete the extension to the path date TBC.

4.3 Matters arising since previous meeting

- 4.3.1 Rose Garden Hedge, Park Walk – On Monday 24th January it was reported during the weekly staff meeting that a significant portion of the hedge at the Rose Garden had been damaged. [Photographs showing damage](#). Proposed course of action is to wait for a period of 6 weeks to allow the hedge to recover and then begin to reposition them.
- 4.3.2 Playground repairs are continuing, [please view updates here](#).

4.4 Updates and Actions from previous meetings

- 4.4.1 Wildflower resident engagement is planned for the end of February with further engagement to take place in March. Officers request the committee to note the content which can be [viewed here](#).

4.5 Recommendation

That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees.

4.6 Reason for Recommendation

- 4.6.1 To keep members updated on committee actions and information.

5 Oasis / Swim England update

Report 0222ROSE05

To receive a draft plan relating to the Oasis Pool and consider the next steps linked to the report

(Public Health Act, 1936 s.225)

5.1 Summary

- 5.1.1 In November 2021 the Swim England Facilities Manager visited the Oasis pool accompanied by Council officials, the pool manager and supporters of the Friends of Shaftesbury Swimming (FOSS) group.
- 5.1.2 The report from the visit was presented to the January 2022 ROSE Committee via report 4.4.2 [which can be viewed here](#)
- 5.1.3 Recently a second meeting took place with the representative from Swim England at which follow up questions were addressed.
- 5.1.4 A draft plan has now been compiled reflecting the Swim England findings and advice. It assumes that managed community access to the indoor pool at Coombe House will be secured and considers what needs to be done to sustain and develop the Oasis as an outdoor facility that is accessible for as many Shaftesbury residents and visitors as possible.
- 5.1.5 [The draft plan](#) sets out details and proposes next steps for each of the components that will need to be considered short term and longer term.

5.2 Legal Authority and Implication

- 5.2.1 Local Councils may provide swimming pools and bathing places under their general power to provide recreational facilities (Public Health Act, 1936 s.225)

5.3 Financial Implication

- 5.3.1 The budget for 2022/ 2023 is set and the council has allocated funds as shown in the table below.

Budget line name	Annual Budget 22/23	Committed Expenditure	Funds Available
4931 Pool Plant Cap-Ex	£45,270		£45,270
4949 Pool Cap-Ex	£12,000		£12,000

5.4 Impact Assessment

- 5.4.1 Environmental – The medium and long term plans need to align to the Council's Climate Change agenda
- 5.4.2 Resources – The plan will need to involve subject matter experts to assist the council in its decision making
- 5.4.3 Economic – The council will need to consider the advice from the Business Development team at Swim England
- 5.4.4 Risk Management – The long-term sustainability of the pool needs to be fully understood and the feasibility work needs to be undertaken by Swim England

5.5 Recommendation

- 5.5.1 The committee resolves to appoint an Advisory Committee made up of members of the Friends of Shaftesbury Swimming supported by a Swim England Advisor and appoints a Lead Councillor to guide the process. Delegate to the Interim Town Clerk all details in discharging this decision.

5.6 Reason for Recommendation

5.6.1 Specialist advice is essential to support the council with its decision making.

(End)

6 Wincombe Recreational Ground Drainage

Report 0222ROSE6

To consider a request from Persimmon Homes relating to drainage works at Wincombe Recreation Ground

(Open Spaces Act 1906, s 10)

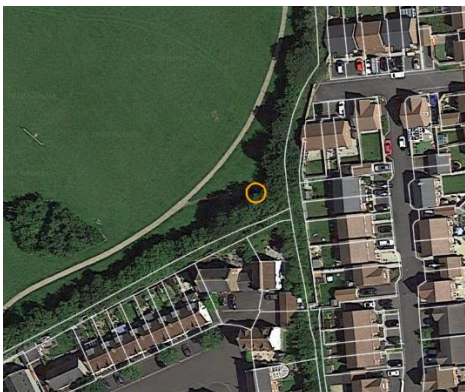
6.1 Summary

- 6.1.1 In December 2021 the Persimmon Adoptions Manager raised concerns regarding some residents in Anstee Road whose properties suffer from storm water flooding in their back gardens.
- 6.1.2 The land at Wincombe Recreation Ground is owned by Shaftesbury Town Council. Persimmon Homes South-West are keen to work with Shaftesbury Town Council and seek permission to enable drainage works to resolve the flooding issue.
- 6.1.3 The initial plans identified that an interceptor drain would need to be installed in the grassed area between the pathway and bund which is in the vicinity of the properties in Anstee Road.
- 6.1.4 During a recent site meeting held at Wincombe Recreation Ground (on another matter) it became clear that the proposed works would impact on the tree planting activity. The image below shows the tree planting area fenced off



The Tree Group has been updated and the planting schedule is on hold until the drainage works have been carried out.

The interceptor drainage plans have since been reviewed and the revised solution is to build a Dew Pond in the area as shown in the image below which is deemed to be less intrusive.



6.2 Legal Authority and Implication

- 6.2.1 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)

6.3 Financial Implication

- 6.3.1 There are no costs arising from this report. The cost of the works will be managed by Persimmon Homes.

6.4 Recommendation

- 6.4.1 The committee RESOLVES to grant permission to undertake the drainage works on Shaftesbury Town Council owned land at Wincombe Recreation Ground. Delegate to the Interim Town Clerk all details in discharging this decision.

6.5 Reason for Recommendation

- 6.5.1 The works need to take place to prevent further flooding in homes of some residents who live in Anstee Road

(End)

7 The Queen's Jubilee Celebrations

Report 0222ROSE7

To consider holding a beacon lighting event to celebrate the Queens Platinum Jubilee

(Local Government Act, 1972 s.111)

7.1 Summary

- 7.1.1 The Queen will be celebrating her Platinum Jubilee in June. Beacon events are being carried out throughout the Country on Thursday 2nd June, with Beacons being lit at 9.45pm. Communities are also being encouraged to sing the Commonwealth Song at the time of the lighting. A unique Bugle call has been written for this event and it is encouraged that this is played at 9.40pm. The official guide to taking part can be viewed here <http://www.queensjubileebeacons.com>
- 7.1.2 The Council organised a successful Beacon event in 2016 for the Queens 90th Birthday on Castle Hill and these plans could be used to organise a similar event this year with the help of local community groups.
- 7.1.3 Points to consider if it is agreed for this event to take place is to either use the existing brasier or opt for more environmentally friendly option of purchasing a purpose made gas beacon set at £490 plus gas. [Further information can be viewed here](#)

7.2 Legal Authority and Implication

- 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 Financial Implication

- 7.3.1 Costs involved hire of lights and generator, possible purchase of a gas beacon £490 plus gas, bunting, batteries for lanterns and possibly handheld flags for children attending.
- 7.3.2 £1000 has been allocated in the budget for 2022/23 Code 4950 Queens Jubilee Celebration (previously VE Day Celebrations)

7.4 Impact Assessment

- 7.4.1 Environmental – Consideration needs to be given as to the environmental impact of using the current brazier
- 7.4.2 Resources – This activity can be managed in-house by the Grounds team with support from the office team.
- 7.4.3 Risk Management – Risk assessment to be carried out for the event

7.5 Recommendation

- 7.5.1 Recommend to Full Council that they agree to holding this event on Castle Hill. Delegate to the Interim Town Clerk all details in discharging this decision.

7.6 Reason for Recommendation

- 7.6.1 The Queens Platinum Jubilee is a major civic event with beacons being lit nationwide and all Councils are being urged to take part on this historic occasion.

(End)

8 Radar Lock for Guildhall Toilet

Report 0222ROSE8

To consider installing a RADAR Lock on the Guildhall Toilet

(Public Health Act, 1936 s.87)

8.1 Summary

- 8.1.1 Increasing numbers of the public are using the Guildhall toilet which has resulted in complaints from our hall hirers who, as part of the terms and conditions of using the Guildhall are responsible for ensuring it is left in a clean and tidy state at the end of their session.
- 8.1.2 There have also been complaints that the facilities are not in an acceptable condition at the start of their sessions.
- 8.1.3 Consider re installing a RADAR lock to limit the accessibility to hall hirers and holders of RADAR keys only. This has worked well previously.

8.2 Scheme of Delegation

- 8.2.1 The Recreation, Open Spaces and Environment committee has delegation to deal with matters relating to facilities.

8.3 Legal Authority and Implication

- 8.3.1 A local council may provide sanitary conveniences in proper and convenient situations (Public Health Act, 1936 s.87)

8.4 Financial Implication

- 8.4.1 None – RADAR lock previously removed can be re-fitted. Sufficient keys still held.

8.5 Recommendation

- 8.5.1 Recommend that Radar lock is re-installed to Guildhall toilet, limiting use to hall hirers and Radar key holders. Delegate to the Interim Town Clerk all details in discharging this decision.

8.6 Reason for Recommendation

- 8.6.1 To ensure that services offered by the Council to the hall hirers meet expectations.

(End)

9 A30 Allotments Screening

Report 0222ROSE9

To consider screening for A30 Allotment Site

(Open Spaces Act 1906, s 10)

9.1 Summary

- 9.1.1 At the Informal General Management committee meeting held on the 11th May 2021, it was agreed to plant additional screening to assist with privacy for nearby houses, this was to be discussed and agreed between officers and the residents. Since then, correspondence was received to request fencing is installed rather than trees/hedges.
- 9.1.2 At a Recreation, Open Spaces and Environment meeting held on the 8th of June 2021, the committee agreed that the situation would be monitored for 6 months, whilst continuing to liaise with the residents and to bring back to this committee to make a final decision on screening based on feedback from residents.
- 9.1.3 All residents concerned were emailed in December, which resulted in two replies.
- 9.1.4 Resident A whose gardens backs onto the length of the allotment site would like their existing fence panels to be replaced with 6ft panels to preserve their privacy.
- 9.1.5 Resident B lives opposite the service gate, which is used by our grounds for access, has concerns that her driveway is overlooked and would like screening around the entrance. For full detail of emails from residents [click here](#).

9.2 Legal Authority and Implication

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

9.3 Financial Implication

- 9.3.1 The cost of replacing the panels will be £683.81 and can be fitted by the grounds team. It was agreed at a Full Council meeting on the 28th January 2021 to transfer any surplus funds from the EMR A30 Allotment Site to Jubilee Path/Railings project F57d upon completion of the site.

Budget line name	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available
EMR A30 Allotment Site	73,810	102,335		28,525

9.4 Recommendation

- 9.4.1 To purchase and install 19 x 6ft fence panels to the rear of resident A's property to provide privacy. Take on board comments from resident B and re-value in the spring when the hedgerow is growing. Limit any hedge cutting and pruning to this area to allow for natural screening to take place in due course and monitor. Delegate to the Interim Town Clerk all details in discharging this decision.

9.5 Reason for Recommendation

- 9.5.1 To provide privacy for residents affected by the creation of the allotment site.

(End)

10 **Digital Marketing – Visitor Experience**

Report 0222ROSE10

To consider the approach for managing the Visitor Experience - Digital Marketing Services Service Level Agreement

(Local Government Act, 1972 s.111)

10.1 **Summary**

10.1.1 Following the RECOMMENDATION from the General Management Committee in March 2021, Full Council Officer report 0321FC13 was received and it was **RESOLVED** to engage Rocketbox for the management of the Digital Marketing Service Level Agreement for a one-year fixed term contract. This short-term contract was based on improving the Visitor Experience and raising the profile of Shaftesbury as staycation destination.

The Digital Marketing performance statistics have increased over a seven-month period from April 2021 to December 2021. The stats for November and December are as follows:

Instagram	850 followers	11,500 impressions (average)
Facebook	471 likes	3,000 reach (organic)

10.1.2 It is timely to look at a longer-term strategy and revisit the original objective which was to raise the profile of Shaftesbury as a visitor destination.

10.1.3 The Committee are asked to consider the following options to recommend to Full Council:

- 10.1.4
- a) Extend the one-year contract to a three-year contract managed via a Service Level Agreement (as this is a specialist service) – Create a Service Level Agreement contract to include annual performance reviews, break clause and Key Performance Indicator targets
 - or
 - b) Open up a tender process to enable other companies, including Shaftesbury based organisations, to apply. This approach will include a Service Level Agreement as outlined in section (a) above
 - or
 - c) No longer invest in providing a Digital Marketing service to raise the profile of Shaftesbury as a visitor destination

10.2 **Legal Authority and Implication**

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

10.3 Financial Implication

- 10.3.1 The budget for 2022/ 2023 is set and the council has allocated funds of £14,000 to manage the Service Level Agreements

Budget line name	Actual Year to Date	Current Annual Bud for 2022/ 2023	Committed Expenditure	Funds Available
4352 Service Level Agreements		£14,000		£10,000

10.4 Recommendation

- 10.4.1 The committee recommends to Full Council that a Service Level Agreement is introduced for a three-year period and that applications are invited via a tender process. Delegate to the Interim Town Clerk all details in discharging this decision.

10.5 Reason for Recommendation

- 10.5.1 The council may want to understand what other Digital Marketing service providers are able to offer in terms of value, quality and experience.

(End)