




# 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 March 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 March 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)

## Agenda

- 1 **APOLOGIES** ..... 2  
To receive and consider for acceptance, apologies for absence  
*(Local Government Act, 1972 s.85)*
- 2 **DECLARATIONS OF INTEREST** ..... 2  
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)*
- 3 **MINUTES** ..... 2  
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)*
- 4 **OFFICER REPORT TO THE COMMITTEE** ..... 3  
To receive reports pertaining to the Recreation, Open Spaces and Environment Committee  
*(Local Government Act, 1972 Sch 12)*
- 5 **OFFICER REPORT TO THE COMMITTEE** ..... 5  
To receive reports to resolve matters pertaining to the Recreation, Open Spaces and Environment Committee  
*(Open Spaces Act 1906, s 10)*
- 6 **MUGA – TENDER** ..... 7  
To receive MUGA Tenders and consider the next steps associated with the project  
*(Open Spaces Act 1906, s 10)*
- 7 **OASIS POOL – 2022 SEASON AND ADVISORY COMMITTEE** ..... 9  
To consider the appointment of a Lead councillor to support the Advisory Committee and confirm Advisory Committee members and approve Terms of Reference.  
*(Public Health Act 1936, s.221)*
- 8 **ST JAMES PARK AND S106** ..... 10  
To consider recommending to the General Management Committee to draw down S106 funds collected by Dorset Council for Open Spaces to support this project  
*(Local Government (Miscellaneous Provisions) Act 1976, s.19)*

## **1      Apologies**

Report 0322ROSE1

To receive and consider for acceptance, apologies for absence

*(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**

Report 0322ROSE2

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)*

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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**

Report 0322ROSE3

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)*

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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 inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).
- 3.1.3      Minutes to be adopted: [8<sup>th</sup> February 2022](#)

## **4      Officer Report to the Committee**

Report 0322ROSE4

To receive reports pertaining to the Recreation, Open Spaces and Environment Committee

*(Local Government Act, 1972 Sch 12)*

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### **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 8<sup>th</sup> February 2022**

4.2.1      **Tree Planting at Enmore Green Triangle** – Request for clarity on the process to be able to plant a tree for the Queens Jubilee. – *Officers have linked the organiser to the Tree Group. This area was scheduled for planting in the year 3 Tree Plan (2023) so this will be bought forward to 2022.*

4.2.2      **Trees at Trinity Churchyard** – Concern was expressed that holes were appearing around surrounding roots. – *Trinity Trust has been contacted as this organisation maintains this area.*

4.2.3      **Trees at Enmore Green Play Area** – Request that the trees be kept low to allow visibility of children whilst playing for safety reasons. – *updated Grounds Team*

4.2.4      **Commonwealth Ceremony** – Request for the ceremony to take place this year and the appropriate flag raised. – *Update from Health and Safety advisors has been received and providing an up-to-date risk assessment is in place then access to the flagpole has been approved. The second flagpole needs to be repaired and this is being actioned.*

4.2.5      **Oasis / Swim England update** - To recommend to Full Council that (1) a new pool cover be purchased (2) remedial work is carried out to the pool (wet pour surround) and (3) a marketing plan for the pool for the 2022 season is developed. To appoint an Advisory Committee made up of members of the Friends of Shaftesbury Swimming supported by a Swim England Advisor and appoint a Lead Councillor at the next Recreation, Open Spaces and Environment Committee meeting scheduled for March 8th, to guide the process – *See Item 7*

4.2.6      **Wincombe Recreational Ground Drainage** - grant permission to undertake the drainage works on Shaftesbury Town Council owned land at Wincombe Recreation Ground. – *Complete – awaiting confirmation of a start date from Persimmon (this is having an impact on the Tree Planting in that area)*

4.2.7      **The Queen's Jubilee Celebrations** - organise a traditional wood burning beacon for this event. To RECOMMEND to Full Council that they agree to use as many of the plans previously organised for VE Day and appoint Councillors Yeo and Loader as the lead councillors to work in consultation with officers and community groups. – *This is being coordinated by Officers and awaiting information from Cllr Yeo.*

4.2.8      **Radar Lock for Guildhall Toilet** - not to install a Radar lock at this time and introduce a daily cleaning schedule in line with the Bell Street WC's. It was agreed that this decision be reviewed in 3 months' time by the committee. – *Added to Grounds cleaning schedule and a log being kept of any issues.*

4.2.9      **A30 Allotments Screening** - 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-valuate 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. - *Grounds Team have been instructed and are awaiting drier weather to install the fencing.*

- 4.2.10 **Digital Marketing – Visitor Experience** - recommend to Full Council that the Digital Marketing Service Level Agreement is extended by one year (for the 2022 season) and that applications are invited via a tender process for the 2023 season to commence in November 2022. – *Resolved by Full Council*

**4.3 Other Officer reports relating to ROSE**

- 4.3.1 **The Shaftesbury Loop** – This was launched as a trial walking and cycling route in April 2021. Following initial feedback, the trial route was suspended and has since been revised. Subsequent changes to the Highway Code and with support from Dorset Council Highways a further revision has been drafted. [The revised map can be viewed here](#) as shown on the updated leaflet that has been produced. Further consultation is planned for May 2022.

- 4.3.2 **Playground equipment** – The boat at Wincombe has been out of action for 12 weeks+ and has been heras fenced off since then at a cost of £45 per month. The cost to repair this item of equipment was quoted at £3,900 and £3,700 to replace. The grounds team has removed this item of equipment thus removing the risk and cost of the fencing and improving the aesthetics in the playground. Replacement item(s) can be considered when the Play Masterplan is presented later in 2022.



**4.4 Recommendation**

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

**4.5 Reason for Recommendation**

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

(End)

## 5 Officer Report to the Committee

Report 0322ROSE5

To receive reports to resolve matters pertaining to the Recreation, Open Spaces and Environment Committee

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

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### 5.1 **Summary**

5.1.1 Reports provided within this item are to be resolved by the committee.

5.1.2 **Potholes on Park Walk** – The grounds team have identified that there are numerous potholes and uneven surface areas along Park Walk. The committee may want to consider undertaking a survey to quote for repair works in line with Heritage England guidance.





- 5.1.3 **Playground Equipment** – The air-walker gym equipment at Wincombe needs repair at a cost of £590. The leg of the apparatus is broken and needs replacement. The cost of a new like-for-like replacement is £1,700.



- 5.1.4 **Barton Hill Table Tennis** – Request for this to be repaired to enable the fencing to be removed. – *Repair cost is £740, alternatively can be removed and skipped.*
- 5.1.5 **Dog Waste Bags** - 800 bags were put out at 10 am at gone by 1pm at Wincombe Park this week – (currently it costs £22.90 per 800 bags) This has been an ongoing situation for 6 months and progressively getting worse. We replenished c.23000 bags last year (which equates to 29 boxes of 800) – around £650 in total spent last year. The committee may want to decide future plans for continuing to provide dog waste bags.
- 5.1.6 **Memorial Tree** - A request has been made via the Tree Group for a memorial tree to be planted in the Gower Road Park. The Tree Group supports this request.
- 5.1.7 **The Queen's Jubilee** – The Tree Group has requested that the are designated for tree planting at Wincombe rec is named as 'Jubilee Copse'
- 5.1.8 **Summary of Resolutions Required and Options**

	Option A	OR	Option B
<b>Potholes on Park Walk</b>	Obtain Surveyor Quotes		No Action
<b>Wincombe Air-Walker</b>	Repair		Remove
<b>Barton Hill Table Tennis</b>	Repair		Remove
<b>Dog Waste Bags</b>	Continue provision		Discontinue provision
<b>Memorial tree Planting at Gower Road</b>	Support the request		Not support the request
<b>Jubilee Copse</b>	Support the request		Not support the request

## 5.2 Recommendation

- 5.2.1 That the reports are received and the committee resolves actions required for the following; Potholes on park walk, the Wincombe Air-Walker, Barton Hill Table Tennis, Dog Waste Bags, memorial tree planting at Gower Road and Jubilee Copse.

## 5.3 Reason for Recommendation

- 5.3.1 To ensure Shaftesbury Town Council is fulfilling its role to maintain Open Spaces

## 6 MUGA – Tender

Report 0322ROSE06

To receive MUGA Tenders and consider the next steps associated with the project

*Open Spaces Act 1906, s 10)*

### 6.1 Summary

- 6.1.1 It was resolved at the General Management Committee to present a town 'play' masterplan including **Project Three:** Development of a 'Sport Zone' to regenerate a multiple Sport Court at Cockram's or a (MUGA) Multi Use Games Area. [The draft plan for the Sports Zone can be viewed here](#)
- 6.1.2 As part of the research process costs to extend the current facility or build a facility from scratch were obtained. A company quoted c£77k for new facility and c£47K (excluding groundworks) to extend the existing facility + floodlights. This company was given the link to Contract Finder to submit a proposal however no submission was received.
- 6.1.3 Tender specifications were agreed and published. There has been a total of 374 views on the Contract Finder website however due to minimal responses the tender window was extended and only one proposal has been received:
- 6.1.4 [Company A](#)
- 6.1.5 Another proposal is expected however to date has not been received.
- 6.1.6 The proposal is over the expected cost for the project. The committee will need to consider whether to continue with this project. One of the key considerations is that invoices relating to the Contain Management Outbreak Fund need to be submitted to Dorset Council by 31 March.
- 6.1.7 Outline Planning Permission has been submitted to Dorset Council and a request has been made to pause the application until the committee resolves on the status of the project.
- 6.1.8 Dorset Council (as the body managing the COMF funding) has been contacted to see if any surplus funding is available to support this project. A response is awaited.

### 6.2 Legal Authority and Implication

- 6.2.1 The council has the power to provide and contribute to a wide range of recreational facilities in or outside the council's area

### 6.3 Financial Implication

- 6.3.1 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
Contain Outbreak Management Fund	N/A	N/A	£70,000

- 6.3.2 This funding is dependent on an invoice being submitted to Dorset Council before the deadline of 31<sup>st</sup> March 2022 and therefore this funding is at risk.

**6.4 Impact Assessment**

- 6.4.1 Environmental – The medium- and long-term plans need to align to the Council's Climate Change agenda
- 6.4.2 Resources – The plan will need to involve subject matter experts to assist the council in its decision making
- 6.4.3 Risk Management – The long-term feasibility of a MUGA needs to be fully understood and a survey is underway.

**6.5 Recommendation**

- 6.5.1 The committee sets the direction of how to proceed with this project.

**6.6 Reason for Recommendation**

- 6.6.1 The cost of the project is over expectation and therefore further options need to be considered

(End)



## **7      Oasis Pool – 2022 season and Advisory Committee**

Report 0322ROSE07

To consider the appointment of a Lead councillor to support the Advisory Committee and confirm Advisory Committee members and approve Terms of Reference.

*Public Health Act 1936, s.221*

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### **7.1      Summary**

- 7.1.1      The Friends of Shaftesbury Swimming (FOSS) have been very proactive over the past six months and are passionate about supporting the council with developing the feasibility plans to understand more about the long-term viability of the pool.
- 7.1.2      From experience, the ROSE committee will understand that by engaging with ‘subject matter experts’ and champions at a local level this will support the council with quantifiable decision making.
- 7.1.3      At the ROSE committee in February 2022 a resolution was passed  
*R29b: To appoint an Advisory Committee made up of members of the Friends of Shaftesbury Swimming supported by a Swim England Advisor and appoint a Lead Councillor at the next Recreation, Open Spaces and Environment Committee meeting scheduled for March 8<sup>th</sup>*
- 7.1.4      The Friends of Shaftesbury Swimming group has compiled a list of potential Advisory Committee members. [The list of Advisory Committee members can be viewed here.](#) The Advisory Committee membership will also include the Pool Manager and representatives from Swim England will be able to offer advice upon request.
- 7.1.5      The Shaftesbury Swimming Advisory Committee (SSAC) will develop the 2022 season plan and inform the ROSE committee of the

### **7.2      Scheme of Delegation**

- 7.2.1      5.1 excerpt from the Scheme of Delegation: *The Terms of Reference for each of the Council’s Committees, Sub-Committees, Advisory Committees and Joint Committees (as appropriate) shall be appended to this scheme of delegation and reviewed annually in their entirety.* [The draft Terms of Reference can be viewed here.](#)

### **7.3      Legal Authority and Implication**

- 7.3.1      The Council has the Power to provide public baths Power to charge for use of public baths

### **7.4      Financial Implication**

No financial implications arising from this report

### **7.5      Recommendation**

- 7.5.1      The committee resolves to appoint a Lead Councillor and approves the membership and Terms of Reference for Shaftesbury Swimming Advisory Committee. Delegate to the Town Clerk all details in discharging this decision.

### **7.6      Reason for Recommendation**

- 7.6.1      It is important for the council to work with the community experts/champions to develop recommendations for consideration by the Recreation and Open Space committee.

(End)

## 8 St James Park and S106

Report 0322ROSE08

To consider recommending to the General Management Committee to draw down S106 funds collected by Dorset Council for Open Spaces to support this project

*Local Government (Miscellaneous Provisions) Act 1976, s.19*

### 8.1 Summary

- 8.1.1 The St James Park plan is underway to enhance the play facilities (stage 1) and Jubilee Steps (stage 2). A verbal update on progress will be reported at the meeting. This will include high level feedback from the pop-up event on Sunday 6th March. The event was designed to raise awareness of the project and generate community enthusiasm for the project and compile indicate viewpoints.
- 8.1.2 The Landscape Architect has produced concept plans for the Play zone and the high-level plan will be available to view at the ROSE meeting.
- 8.1.3 £41,453 of Section 106 funding was secured from 12-24 Coppice Street development with a purpose of using this funding to enhance Open Space within Shaftesbury
- 8.1.4 Currently the park is not accessible to all due to the steps and gradients in this area. The Landscape Architect has developed an indicative high-level plan and part of the vision is to include a DDA (Disability Discrimination Act) compliant path (within the constraints of the site) that runs from the entrance at St James up to the park area. There is also a further option to introduce a spur to the 'steep path' to create a more user-friendly pathway that meanders through the lower part of the park.
- 8.1.5 The committee is asked to consider whether to submit an application for S106 funds to further develop the St James Park project including Jubilee Steps noting these works will be stage 2.

### 8.2 Scheme of Delegation

Matters for consideration and determination – *8.3 Scheme of Delegation (excerpt): 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*

### 8.3 Legal Authority and Implication

- 8.3.1 The Council has the Power to provide and contribute to a wide range of recreational facilities in or outside the council's area

### 8.4 Financial Implication

Budget line name	Actual Year to Date	Annual Budget (2021/ 2022)	Budget for 2023	Funds Available
4906 Play Equipment		£25,000	£16,330	£41,330
4930 Southern Slopes		£2,000	Rollover > 2023	£2,000
4944 Footpath/ Cycle network	Potential	£9,210	Rollover > 2023	£9,210
Open Space S106	Potential			£41,453
COMF funding	March 31 deadline			£50,000

4933 Jubilee Steps	Stage 2		£25,000	£25,000
TOTAL <b><u>potential</u></b> funding for both projects				<b>£168,993</b>

- 8.4.1 The Landscape Architect fees are yet to be confirmed for stage 2 and 3 however likely to be c10% of the total cost of the project

## 8.5 Impact Assessment

- 8.5.1 Equalities – The park is not current accessible to all. This project allows for the lower part of the park to be opened up via a new path that is DDA compliant.
- 8.5.2 Environmental – A Topographical Survey is scheduled for week commencing 7<sup>th</sup> March. An Ecological Survey is in the process of being scheduled.
- 8.5.3 Crime and Disorder – It has been advised by the Landscape Architect that to introduce lighting in the park would be against best practice as this could lead to longer dwell time when dark and may impact on Anti-Social Behaviour. This would also add a significant cost to the estimate. Note: post construction then there may be instances of ASB as in the ‘establishment phase’ this is to be expected.
- 8.5.4 Resources – The Landscape Architect has got scope to draw up the tender documents for those areas where the spend is £24,999 or more. This will be a specialist job and will require expertise to develop the tender packs. Once the cost plan is developed further then this information will be presented to Full Council for consideration.
- 8.5.5 Economic – The improvements to the park should draw in more visitors and increase the dwell time in the town itself.
- 8.5.6 Risk Management – The Contain Management Outbreak Fund invoice needs to be submitted prior to the end of March 2022. The sequencing of works will take into account for the works to start in Q1.

## 8.6 Recommendation

- 8.6.1 To recommend to the General Management Committee that an application is made to Dorset Council to draw down £41,453 of funds collected for Open Space improvements. Delegate to the Town Clerk all details in discharging this decision.

## 8.7 Reason for Recommendation

- 8.7.1 The Landscape Architect has drawn up options at a high level to show the committee the scope of a basic scheme versus a more sophisticated play/ ‘sense of place’ experience. The committee will need to consider the options in order to develop the recommendation to the General Management Committee.

(End)