

STURMINSTER NEWTON TOWN COUNCIL

Council Offices, Old Market Hill, Sturminster Newton DT10 1FH

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To: Members of the Amenities Committee and Co-opted Member

Dear Member,

You are hereby summoned to attend a meeting of the **Amenities Committee** which will be held on **Thursday 26th September 2019** at Council Offices, Old Market Hill, Sturminster Newton at **7.15pm** to transact the business set out in the Agenda below.

EML Lindsay

Emma Lindsay - Town Clerk

20.09.2019

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

No.	Agenda	Time (est.)
1	To receive comments and questions from members of the public	15 mins
2	To receive and if agreed approve apologies for absence	1 min
3	To receive declarations of interests and approve written applications for dispensations	2 mins
4	To approve the minutes of the previous meeting held on 27.06.2019*	2 mins
5	To receive a report on matters relating to the Open Spaces Group and discuss any issues raised	10 mins
6	To receive a report regarding proposed enhancements to the Trailway entrance and agree further actions*	10 mins
7	To approve a request to donate an oak sapling and plaque to commemorate 100 years of the farmers market	10 mins
8	To receive a report from the Town Clerk on the status of services and discuss any issues raised	10 mins
9	To receive a report from the Grounds Manager and discuss any issues and agree further actions*	10 mins
10	To receive correspondence and discuss any issues raised	2 mins
11	To receive information from members and discuss proposals for future business	5 mins

Members are respectfully reminded that

- Only agenda items where the indicated function is to approve or decide may be decided at this meeting. Other items are for information only and no decision can be taken upon them unless and until raised at a later meeting
- The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health & Safety and Human Rights

* Agenda Items with an asterisk indicates that this agenda item is the subject of a briefing note circulated to Councillors with the agenda

Large print version available on request

Draft minutes of this meeting will be made available a few days after it to view at the Council Office between 9.30am and 12.30pm every weekday and on the website at www.sturminsternewton-tc.gov.uk

STURMINSTER NEWTON TOWN COUNCIL
MINUTES OF THE AMENITIES COMMITTEE MEETING
Held on Thursday 27th June 2019 in the Council Chamber at 7.15 pm

Present:

Councillor A Donaldson – Vice Chairman	Councillor G Rose
Councillor H Lacey (Mayor)	Councillor R Taylor
Councillor H Reed - Chairman	

Absent:

Councillor L Chater, Councillor M Jones

In attendance: Vic Fox (Co-opted Member), Mrs Emma Lindsay (Town Clerk), Adam Dodson (Grounds Manager) and Kate Squire (Finance Officer) and 2 members of the public.

Minute No.	COMMENTS	RESOLUTION <small>for each item the proposer is named first followed by the seconder</small>
AM/26/19	PUBLIC SESSION A member of the public presented some young oak trees from Rosanna at the library; these were gratefully received by the Grounds Manager. She asked if the gardening club could maintain the sensory garden. She also asked if the Council could look at the surface of the entrance to the trailway as it was becoming difficult for users of mobility scooters and bicycles.	
AM/27/19	APOLOGIES FOR ABSENCE Apologies were received from Cllr Chater and Cllr Jones. These apologies were accepted by the members present.	
AM/28/19	DECLARATIONS OF INTEREST AND DISPENSATIONS No interests were declared and consequently no written requests for dispensation had been received.	
AM/29/19	MINUTES OF THE PREVIOUS MEETING The minutes of the Amenities Committee meeting held on 28th March 2019 having been circulated and publicised prior to the meeting were taken as read and approved for signature by the Chairman as a true and correct record	Cllr Donaldson Cllr Taylor
AM/30/19	OPEN SPACES GROUP Co-opted Member Vic Fox reported that the Open Spaces Group had agreed to contribute towards the Trailway Entrance design work. He advised that there was a lack of water at the Meadows but most creatures would adapt to this. His full report in appended at the end of these minutes	
AM/31/19	PLAY TRAIN IN THE RAILWAY GARDENS The Committee considered the contents of the report circulated with the meeting papers. The Committee RESOLVED to RECOMMEND that the existing play train is replaced with a wheel-chair friendly picnic bench at a cost of £640.	Cllr Taylor Cllr Donaldson
AM/32/19	SUPPLY OF ELECTRICAL SERVICES INTO THE RAILWAY GARDENS The Committee considered the contents of the report circulated with the meeting papers. The Committee RESOLVED to RECOMMEND the illumination of the town sign during this financial year. The Committee RESOLVED to RECOMMEND the installation of electrical	Cllr Rose Cllr Donaldson

Chair' Initials



points in the Railway Gardens, to be added to the budget priorities for the next financial year.

- AM/33/19 DOG FOULING
 The Committee considered the contents of the report circulated with the meeting papers.
The Committee RESOLVED to RECOMMEND the purchase of three dog waste bag dispensers and a supply of bags at a total cost of £452. Cllr Donaldson
 Cllr Rose
- AM/34/19 TRAILWAY ENTRANCE
 The Committee considered a request from the Trailway group for a contribution of £25 towards the design work to improve the Trailway Entrance.
The Committee RESOLVED to RECOMMEND that a contribution of £25 be made to the Trailway Group towards the design work to improve the Trailway Entrance. Cllr Rose
 Cllr Donaldson
- AM/35/19 TOWN CLERKS REPORT
 The Town Clerk reported:
Allotments
 The allotment inspections have been completed.
Cemetery Consecration
 The Town Clerk advised that she had written to the diocese of Salisbury to arrange the Consecration of the Cemetery and will be proceeding with the organisation of this as soon as a date has been arranged.
Drone Policy
 The Town Clerk reported that she had looked at other Town Councils policies regarding drones which had mixed findings. Some Council banned the use though this would be hard to implement. Some referred enquiries directly to the Civil Aviation Authority guidelines. She advised that the Town Council should publicise the CAA guidance on the Town Council website.
Flags
 The Town Clerk and the Grounds Manager are developing an inventory of flags owned or needed and a schedule of the appropriate times to fly these.
- AM/36/19 GROUND MANAGERS REPORT
 The Committee discussed a report from the Grounds Manager which is attached to these minutes.
 Cllr Lacey thanked the Grounds Team for doing a fine job in the Town.
 Cllr Reed asked who was responsible for the maintenance of the footpath at the end of Butts Pond Industrial Estate leading to Filbridge Rise which was overgrown. The Grounds Manager advised this was the Housing Association. The office staff will contact them to ask for it to be cleared.
 The Committee discussed the relocation of the Silent Soldier. The Office Team will investigate possible re-siting at either the Warrior Chapel at the Church or near the War Memorial.
- AM/37/19 CORRESPONDENCE
 The Town Clerk reported that no correspondence within the Committee's terms of reference had been received.
- AM/38/19 INFORMATION FROM MEMBERS
 Cllr Donaldson commented that following the installation of the flower troughs around Town he had had to advise a member of the public that these were a privately sponsored venture organized by Sturbiz and not funded by the Town Council.
 Cllr Lacey reported that both Hart and Sons and Olives et Al were now offering free water refills.



Meeting closed at 19.55

Approved On Chairs Signature.....

Open Spaces Group Report

SNEDS. Arrangements for placing the Open Spaces Group under the umbrella of the Sturminster Newton Economic Development Society (SNEDS) continue to make progress. The new Terms of Reference for the Group, which were reported to the Committee at its last meeting, have been amended to refer to SNEDS by its correct name. The Group has also agreed to the following draft documents:

- The Subsidiary Agreement between SNEDS and groups such as the OSG
- The Governance diagram for SNEDS
- The list of activities for which insurance cover will be provided by SNEDS to subsidiary groups

Trees. Anna Lewington, who is an ethnobotanist (studying the uses that people make of plants) and who has written a number of books on trees, is leading a project to increase local awareness of the quality and value of a number of notable trees in and around the town. She is submitting an article to *Unity* to further this purpose. Although planting additional trees in the town centre is prevented by the network of underground services, it is hoped to obtain support preserve and increase the tree cover in the outer areas and boundaries of the town – it may be possible to obtain grants from the Woodland Trust towards the cost of this work.

Trailway Entrance. Some time ago, the Open Spaces Group proposed that the entrance to the town from the Trailway should be marked by the erection of a signal post from the old Somerset and Dorset Railway. This has now been taken up by the newly formed Sturminster Newton Railway Heritage Group, in which the OSG is represented. An initial design study for the development of the entrance is being prepared by Charles Gardner of Matrix Consultants, and the proposed project is to be discussed at a meeting on 9th July.

Chair' Initials

Sturminster Newton Town Council
Amenities Committee 26th September 2019
Enhancements to the Entrance of the Trailway

1. Introduction

In 2015 the Amenities Committee discussed various enhancements to the Sturminster Newton terminus/entrance to the Trailway. In September 2015 the Committee requested the Open Spaces Group to work with Council staff to install the old railway signal post by the Trailway. More recently the Sturminster Newton Railway Heritage Group whose membership includes Cllr. Jones, representatives from the Open Spaces Group and other stakeholders have been working on proposals to further enhance the Trailway. The project is now taking shape and it therefore timely for Town Council as the landowner to decide how it wishes to proceed.

2. Overview of the proposed enhancements to the Trainway

The aim of the project is to improve the aesthetic of the area, emphasise the Somerset and Dorset Railway origins of the Trailway, and to provide information about the town and its railway history. An artist's impression of the improvements and an indicative plan are appended to this report. In summary the proposed work includes:

- Widening of the Trailway terminus/entrance
- Crossing gates
- A replica railway signal
- Fencing
- Double-sided interpretation board
- Landscaping and additional hedging
- Seating

3. Budget and Funding

The project group have estimated that the work will cost in the region of £16,000, which must be confirmed. It is anticipated that some work could be carried out in-house by the Grounds Team, other aspects carried out by volunteers plus some infrastructure provided by donation or grant.

Clearly the project plan, budget and donation opportunities need to be defined in specific detail before final approval by the Town Council. It is also anticipated that some of the costs could be met by grant funding as this is the type of project attracting support from organisations oriented towards community benefit activities.

4. Governance

The Council has previously been keen to enhance the Trailway. This type of project works well with community engagement and it is therefore recommended that the Sturminster Newton Railway Heritage Group acts as an advisory group to the Amenities Committee in order to develop the project proposals in more detail.

This will be a Town Council project so the work will need to be managed in accordance with Town Council Standing Orders, Financial Regulations and Approvals.

Given the size of the project and the need to establish a more detailed budget it is recommended that approval should be given in two stages:

- I. To formally support the project in principle and provide a mandate to carry out exploratory funding bids.

- II. Proceed with the project subject to the approval of a detailed scheme and supporting budget. It is anticipated that the detailed proposal will be ready for consideration by the Amenities Committee at its meeting in January 2020.

5. Next Steps and timescales

If the committee is minded to support this proposal the follow steps will need to be undertaken before final approval by the Town Council.

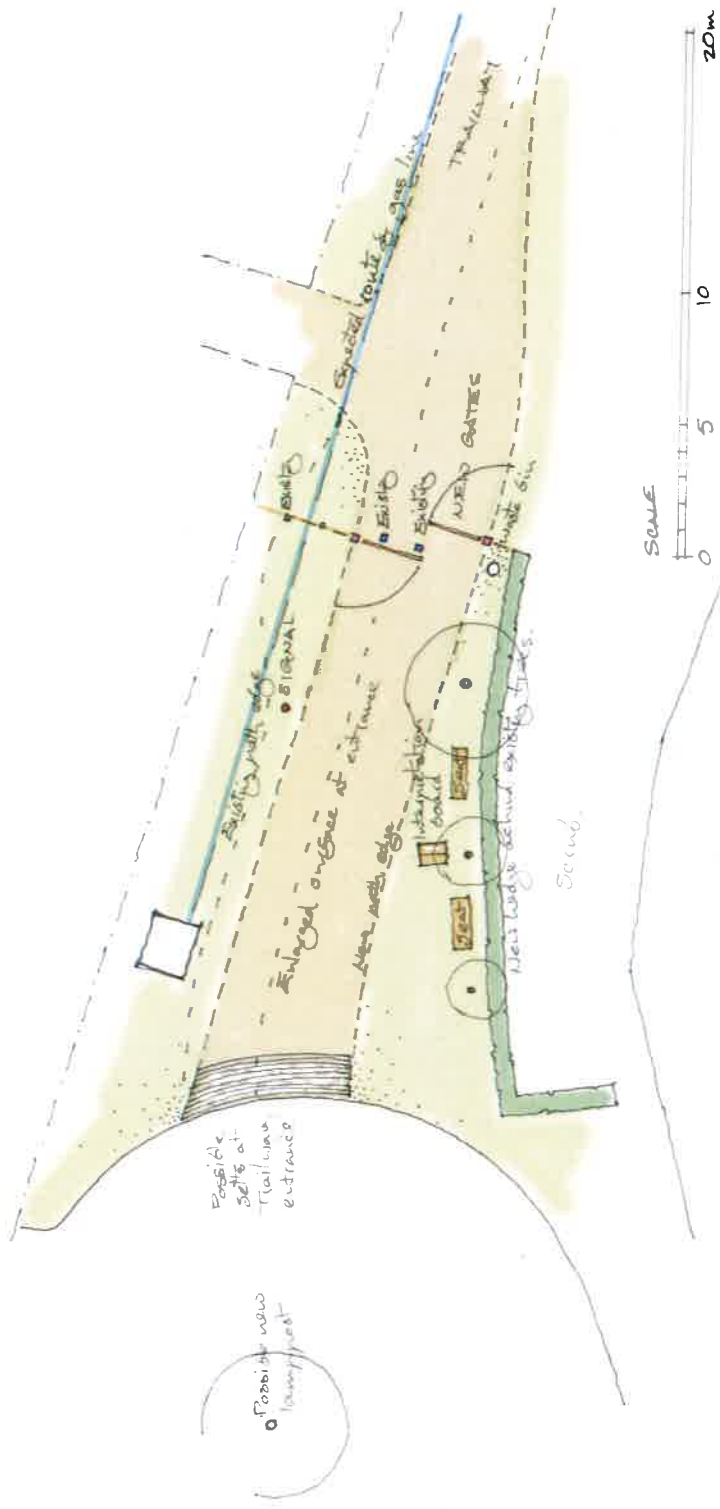
- Identify the elements of the project that can be completed by volunteers
- Establish the level of Town Council and Dorset Rangers resources required to deliver the project
- Confirm the commitment to donate infrastructure such as the railway signal
- Establish the available funding options and then submit bids for potential grants
- Consult external stakeholders including Dorset Council
- Develop a community engagement strategy
- Prepare a detailed plan to deliver the project (costs, phasing, timescales etc)

6. Recommendations

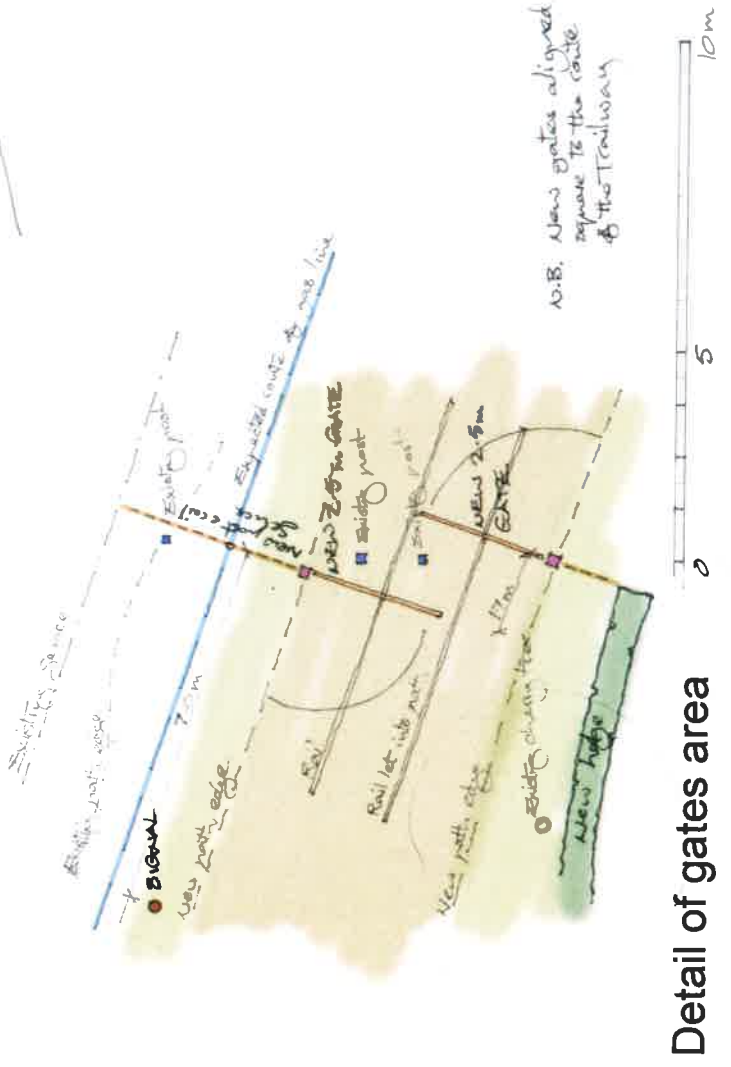
That the Committee considers the contents of this report and;

- I. Decides if it wishes to recommend the establishment of this project to the Town Council
- II. Recommends the governance arrangements outlined in section 4 of this report.

Emma Lindsay
Town Clerk



Plan of entrance area

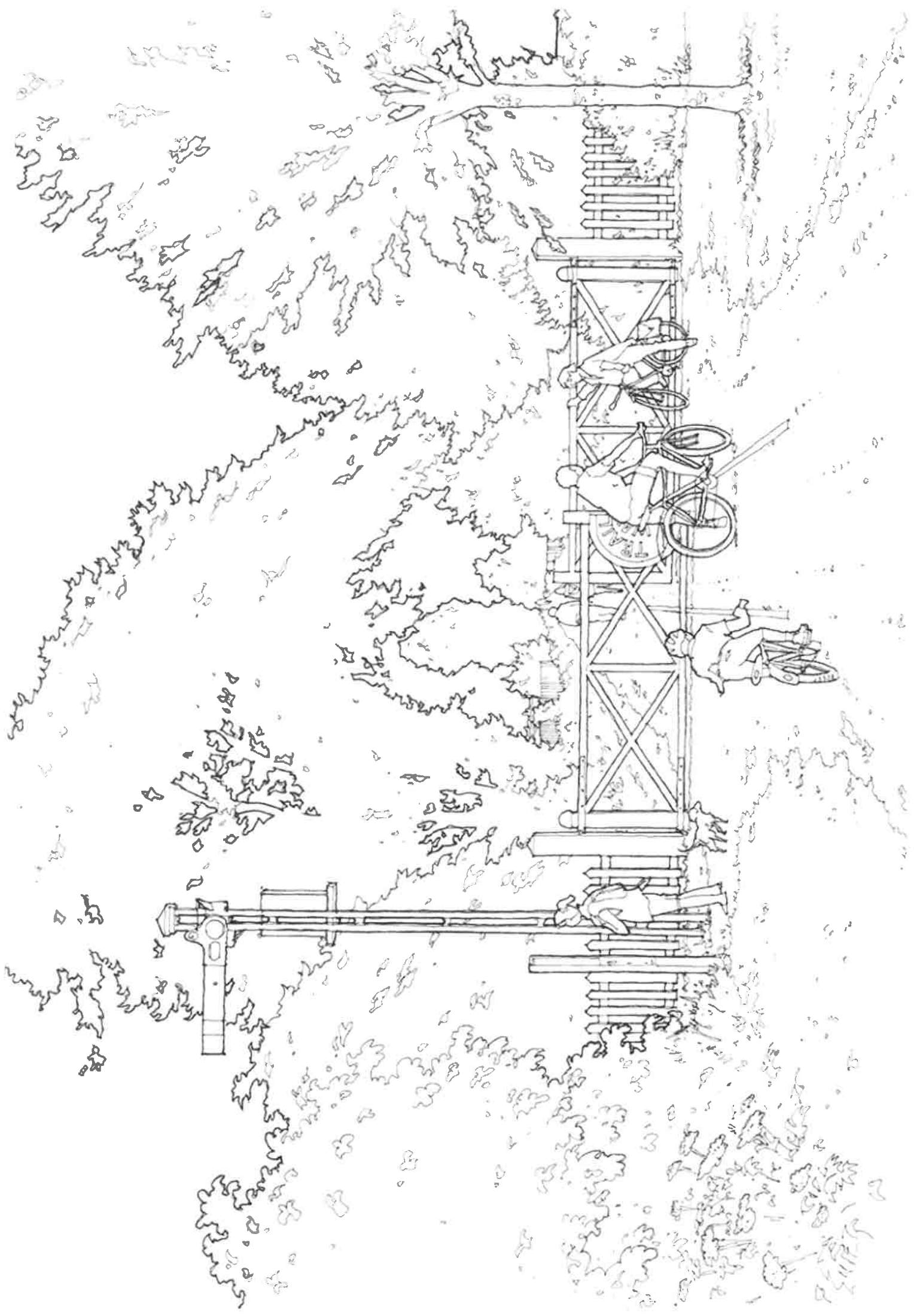


Detail of gates area

Trailway entrance, Sturminster Newton

Draft proposals for improvements at the entrance to the North Dorset Trailway at Sturminster Newton

Charles Gardner August 2019



Sturminster Newton Town Council

Amenities Committee 26th September 2019

Delivery Plan for Grounds –Winter 2019/20

Introduction

	Comments
Workshop Security Group	New CCTV & Doors were fitted to the workshop over the summer.
Planting	Costs are being sought for winter/ spring planting
Grounds Maintenance	A full street sweep has been carried out by the Grounds team along with 2 DWP operatives with sweeper lorries. The next sweep will be organised once the leaves have dropped later in the year.
Trees	Tree work at the Mill and Ricketts Lane Recreation ground should commence soon. This work will be carried out by Dorset Council tree team. Re-evaluation and quotations being sought for the hedgerow/ trees along Honeymead Lane by Yewstock School.
Benches & Street furniture	Work will start on refurbishing the town bins, sign posts and bollards through the Autumn and Winter months 2 extra bins have now been installed at the Mill. New picnic bench at Railway Gardens to be installed
Wild Flower areas	Grounds staff will identify open spaces that could be managed as wild flower areas.
EMERGENCY WORK:	Ongoing repairs to the Station Road toilets. Lights have been replaced to LED type in 2 cubicles due to consistent bulbs failing. Another issue with the electrics tripping is being investigated.
	Repairs to Play equipment – Aerial runway and springer will be repaired as part of scheduled maintenance at Ricketts lane. Rixon recreation ground play equipment -Replacement parts have been purchased and delivered but an issue with one panel has held up the repair work.
	Mill Car park – Steps leading to the car park from the slip road have been repaired. Ricketts Lane workshop – Break in occurred, items stolen and external/ internal doors severely damaged. -
PROJECT WORK:	Ricketts Lane car park – Work is planned to fill pot holes as in interim improvement measure for the carpark Mill Car park – A lockable fold down bollard will be put in place on the slip road. Cemetery – Remove ant hills and level graves. Continue with

	<p>Cemetery enhancement activities E.g. area for the scattering of ashes</p> <p>Tree work – following the recent inspection a number of trees required minor remedial work and these works will be carried out through the winter months</p>
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