



Dorchester Town Council

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3 July 2018

Agenda for the meeting of the **Management Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 10 July 2018** at **7.00pm**.

Adrian Stuart
Town Clerk

Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.

A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.

A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Membership of the Committee

Councillors C. Biggs, A. Canning, G. Duke, J. Hewitt, S. Jones (Chairman), F. Kent-Ledger, T. Loakes, A. Lyall, R. Potter, M. Rennie, K. Rice and The Mayor ex-officio.

1. Apologies

2. Minutes

To read, confirm and sign the Minutes of the meeting of the Committee held on 8 May 2018 (adopted by Council on 22 May 2018). A copy of the Minutes can be found at www.dorchester-tc.gov.uk/Committees/Management/Minutes.

3. Management Arrangements – Outdoor Services

To receive the Outdoor Services update report (enclosed).

4. Climbing Boulder / Wheelchair Accessible Swing

To consider a report by the Deputy Town Clerk (enclosed).

5. Weekend Festival Event - 2019

To consider a report by the Deputy Town Clerk (enclosed).

6. Weymouth Avenue Pavilion / Sawmills Lane - Parking

To consider a report by the Deputy Town Clerk (enclosed).

7. Sports Pitches Update

To consider a report by the Town Clerk (enclosed).

8. Cemetery Matters

(a) Exclusive Right of Burial and Interments and Burial of Ashes

To note the grants of Exclusive Rights of Burial issued and the number of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee (enclosed).

(b) Headstones and Inscriptions

To confirm the action taken by the Town Clerk in approving applications for the design of headstones and inscriptions received since the last meeting of the Committee. The Register of Memorials will be available to view at the meeting.

9. Monitoring Reports

To consider the Municipal Buildings and Borough Gardens House monitoring report (enclosed) and the Municipal Buildings maintenance report (enclosed).

10. Municipal Buildings - Banners

To consider a report by the Deputy Town Clerk (enclosed).

11. Dorchester Arts

To receive the notes of Dorchester Arts Board meeting held on 11 May 2018 (to follow).

12. Urgent Items

To consider any other items that the Chairman or Town Clerk decides are urgent.

13. Public Bodies (Admission to Meetings) Act 1960

To resolve "That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion".

14. YMCA Sawmills

To consider a report by the Town Clerk (enclosed).

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10th July 2018 OUTDOOR SERVICES UPDATE REPORT – Early summer 2018

1. The start of this period saw warm weather arrive after very wet conditions until early May. This resulted in significant grass growth through May into early June. Maximum effort was put into trying to keep the grass under control which was achieved thanks in no small part to the development of a good team ethic within the crews and a new way of working where all are becoming able to operate most machinery so staff can turn their hand to helping others when they have completed their own operations. Complaints about long grass were minimal and easily remedied, staff worked hard and maintained a reasonable grass finish, this was eventually helped by drier weather that made cutting much quicker. The drier conditions, now very much entrenched, have seen grass browning and growth almost stopping, operations however have to carry on as weed growth and the production of grass seed heads still continues making verges a little shabby to look at unless cut.

2. The Borough Gardens staff have been working hard doing many tasks within the site. The main effort has been concentrated on the planting and maintenance of the summer annual bedding and the carpet bed which this year commemorates “votes for women” a second bed also commemorates the centenary of the royal air force. The planting has gone well and was completed ahead of previous dates which allows longer for the plants to grow and fill in, in the gardens so improving the display which is a credit to the gardens staff. A new bed has been created around the base of the clock which has finished off the whole project and adds a nice touch to the granite base and is an improvement on the previous grass which surrounded the clock and on occasions looked untidy. The new tennis court works are complete and re-instatement to the soil areas around the courts is almost completed. The bare soil has been levelled and will be seeded when there is the prospect of natural rainfall to ensure germination. A more flexible working approach has seen other projects within the gardens that have been completed by depot staff including the creation of the new bin storage area off Princes Street/West walks and the relocation of the bike racks from within the shrubbery at the garden entrance to further down by the middle gardens entrance gate. The compost area has now been fenced in to enhance the visual effect which has improved the Cornwall road entrance area. Staff also carried out paving repairs and cleaned/ treated, seats, signage and bins. Preparations for Green Flag judging were carried out this year by a combined team from the gardens and depot, this is part of the new management regime to make staff more able to respond to demands in various work areas, increase their overall skills and knowledge, add interest to their jobs and hopefully increase pride in the finish they produce. Non gardens based staff carried out many operations including weeding, tree and shrub pruning, hedge trimming and general litter/debris removal. Judging has taken place, results are expected in mid-July.

3. Away from the gardens, the outdoor services team have been very busy grass cutting although the recent dry weather now means their attention can turn to other operations. Routine work has continued, keeping play equipment in a safe condition and a deeper maintenance inspection will take place ahead of the school holidays to try as much as is possible to keep the play areas and equipment going for the summer break when use is high.

Staff have also been involved in the improvements to the surface along South Walks, removing seats and benches from bays to be surfaced and then cleaning them before replacement. Subject to agreement with the Dorset Waste Partnership new bins will be located along the Walk to give a high level of finish to the works.

Within cemeteries some complaints were received about the length of grass due to the wet and warm spring but cutting frequencies were maintained and works completed on time. The dry spell has now meant that there are no complaints. Again attention will turn to making sure Poundbury cemetery is looking its best, weeding in hard surfaces will take place and later in the summer period the grass in the wildflower area will be cut and collected. In an attempt to improve appearance staff have been instructed to no longer mound up graves upon backfilling and to instead top up graves on each monthly grass cut visit, this is less unsightly and leaves a better overall finish. Working methods have also been changed to anticipate the installation of the road network the main aim being that of reducing damage to grass caused by vehicles involved in grave digging operations.

4. Sportsfield work has very much been focused on maintaining the quality of football pitches although this has been significantly compromised by the extremely dry weather now being experienced and the previously sown and germinated grass is struggling to survive which will have a detrimental effect on the pitches available at the start of the season. The pitches at Sandringham are also being routinely damaged by dogs digging holes in the playing surface which is almost a daily occurrence.

5. Biodiversity work has moved forward further with the introduction of biological control for slugs and sciarid fly within borough gardens to establish if the use of slug pellets and insecticide can cease. The grass/wildflower banks at Maumbury rings have recently been cut the cuttings will be raked by volunteers and disposed of. It may be this year that due to the exceptional grass growth and then rapid drying, the grass will need a further cut to get it down to an appropriate height to ensure the wildflowers can survive.

6. Staff training has continued with three staff recently completing a course in the safe use of excavators, this was ongoing training and will be followed by two staff undergoing training in safe use of ride on mowers. This is part of the wider staff development work commenced last year.

Carl Dallison
Outdoor Services Manager

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 JULY 2018

CLIMBING BOULDER AND SWING SUITABLE FOR WHEELCHAIR USERS

Climbing Boulder

1. The Committee has previously considered whether to purchase a climbing boulder for the Borough Gardens – to be placed on the old putting green grass. The idea for the boulder came from one of the Council's Democracy Day events.
2. The original quote for the supply and installation of a boulder was £15,000. The boulder was going to be funded approximately half and half by the Council and a Section 106 contribution.
3. Unfortunately the company that originally quoted is no longer able to supply and install the boulder for that cost.
4. The closest equivalent boulder, from a supplier that is likely to deliver the product, will now cost £35,379. This is substantially higher than the original quote and its value for money is very questionable.
5. Since the Committee agreed to the boulder the Duchy of Cornwall has consulted on its plans for facilities at the Great Field. Part of those plans do include facilities to enable climbing, which might be adapted.

Swing Suitable for Wheelchair Users

6. At the last meeting of the Committee it was agreed that funding should be investigated to purchase and install a swing suitable for the use by wheelchair users. The swing to be located at Maiden Castle Play Area. The cost of the swing plus installation is £12,000.
7. At present no substantial grant funding has been identified and with a six week lead in time to install the equipment it is unlikely that the equipment will be installed this summer if funding is not identified very soon.

Recommendations

8. Given the considerations above it is recommended:-
 - (i) not to proceed with the installation of a climbing boulder in the Borough Gardens;
 - (ii) to recommend that the Section 106 contribution earmarked for this project be allocated to facilities to be provided at the Great Field;
 - (iii) that the Policy Committee be asked to agree that £12,000 from the play area reserve be allocated to the swing for wheelchair users at Maiden Castle Play Area.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE - 10 JULY 2018

WEEKEND FESTIVAL EVENT - JULY 2019

1. On 20 July 1969 man first walked on the moon. Next July, the weekend Friday 19th - Sunday 21st July, marks the 50th anniversary of the event.
2. Dorchester Arts (DA) are developing a celebration of the Moon Landing involving 300+ children from the local DASP School pyramid performing a choral piece entitled Apollo: One Giant Leap by local composer Geoff Edge alongside professional musicians. Initially their thoughts had been to look only for an indoor venue, but the nearest venue of sufficient size to host the event is Poole Lighthouse.
3. The same weekend, the beginning of the school holiday has become a default date for our own cinema event. After the success of last year, Maumbury Rings will once again be the location for this event. The moon and moon-based film would naturally become the theme for the event.
4. Since 2016 an arts project called the "Museum of the Moon", a 7m diameter accurate representation of the moon, has been touring nationally and internationally. The operator of the event had recently been contacted by three other arts organisations in Dorset to explore bringing it to the county during the summer, but for their own reasons they had not booked it for weekend of the 50th anniversary and it currently remains available.
5. If the Council is willing to join others to provide financial support these three strands, collectively, could form the main elements of an outdoor weekend festival based on Maumbury Rings. Discussions have recently expanded to cover educational and community art possibilities.
6. There is currently £11,500 in the Arts Events Reserve, which was traditionally used for the biennial Dorchester Festival (organised by DA) and there would also be a revenue allocation to support the cinema event. Other funding could come from Arts Council England and local donors, sponsors and advertising and possibly some element of ticket income.
7. It is RECOMMENDED that in principle, subject to more detailed proposals being developed, the Council commits the remainder of the Arts Events Reserve to a major celebratory weekend Festival event in July 2019.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 JULY 2018

WEYMOUTH AVENUE PAVILION / SAWMILLS LANE – PARKING

1. Members maybe aware that there is an increasing and ongoing issue with vehicles being parked in the parking bays along Sawmills Lane and in front of Weymouth Avenue Pavilion whose occupants are not using the facilities at Weymouth Avenue / Sawmills, but are instead using the area for general free and unrestricted parking.
2. The Cricket Club has reported that users of the community room within the pavilion are having difficulty in parking as are those attending for cricket practice etc, particularly when the junior teams are in training. While this is largely due to the numbers attending these events, the above issue is also a factor.
3. The Sawmills Association has similarly reported problems with vehicles being parked in its car park which has raised particular concerns in respect of the safety of the young people that use those facilities.
4. The Town Council holds a long headlease from the Duchy of Cornwall for all of the areas which are affected.
5. At present there is no method available to stop vehicles being parked in the area and so investigations have been made into how parking can be restricted if it proves necessary.
6. A straightforward way to proceed would be to work with an online parking company that would allow the Council to report unauthorised parked vehicles. Once reported the parking company issues a parking charge notice to the registered owner of the vehicle.
7. The Council would need to create a legally enforced controlled parking zone around the area which it wishes to control. This is done by displaying warning signs in clear and prominent positions around the area and at the entrance. Once the signs have been displayed vehicles can start to be reported. Reporting is undertaken by taking a photo of the vehicle and uploading it to the online parking company. All reporting of vehicles is undertaken by the Council. The Council can also cancel a ticket at any time should it wish. Warning notices can also be used to let people know that parking is being restricted to users of the facilities.
8. The cost of this service is approximately £250 per year which is the cost of hiring the car parking warning signs.
9. The Committee is asked to consider whether it wishes to proceed with restricting parking using the method set out above.

Steve Newman
Deputy Town Clerk

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE - 10 JULY 2018

SPORTS PITCH MANAGEMENT ARRANGEMENTS

1. The recent investment in the new 3rd generation astroturf football pitch at The Avenue Stadium, coupled with the continuing growth of Dorchester Cricket Club, have offered opportunities to advance the review our management arrangements for sports pitches.

Football

2. Traditionally the Town Council has been a key provider of pitches for organised league football at Sandringham and Weymouth Avenue, while Sandringham Annex, The Great Field and Kings Avenue have also been pressed into use as demand dictates.
3. Adult usage has declined to zero over the years and our provision is almost exclusively focused on the needs of the 20+ teams from Dorchester Town Youth FC. In recent years we have been one of 3 main providers, the others being 1610 and Thomas Hardye School (THS).
4. From September all youth training and many matches will be based at The Avenue. With THS provision and a properly marked out facility at 1610 it will not be essential that the Town Council provides football pitches in the short term, although it is hoped that the sport will continue to develop to the stage where demand overtakes those two sites.
5. In anticipation of growth, and recognising that they have existing grass management skills that they want to put to good use, Dorchester Town Community FC have approached the Town Council with a request to take over operational management of Sandringham and its Annex. The works to deliver and manage football pitches has been split between our Outdoor Services Team and the Club, who will pay a lower fee in exchange for taking on the majority of in-season work. The 2018/19 season (September – May) will be used as a trial, then reviewed. The Great Field and Kings Avenue will be laid out for casual football.

Cricket

6. Over the last few years Dorchester Cricket Club have taken on an increasing role in the operation of Weymouth Avenue Recreation Ground (WARG) Pavilion, eventually taking on full management responsibilities for the hall area in August 2017, nearly a year ago.
7. The development of the 3G at The Avenue has removed the need to use WARG for football, and none is scheduled for the 2018/19 season. At the same time the availability of the Pavilion as its base has allowed the Cricket Club to develop its user and volunteer base as well as grow financially; the recent arrival of the Boxing Club on the site has also produced an extra rental income for the Club.
8. It was our intention to transfer management of the pitch to the Club from 2019 onwards, once it had demonstrated growth and stability. However the Club felt able to take on management a year early and has been managing and maintaining use of the pitch since April this year, including meeting the modest needs of a small number of other hirers.

9. Officers have been in discussion with the Club and have agreed grant support on a sliding scale over the next five years, at which point the Cricket and the Club should not require subsidy from the Council. There will still be costs of managing non-cricketing space.

Financial and Other Consequences

10. As a result of the above the Outdoor Services Manager has suspended the recruitment of a replacement for the Council's Groundsman, who resigned in February. Savings on salary, utilities, equipment and materials, plus additional income from letting the Borough Gardens flat, all offset by a first year grant to Dorchester Cricket Club and reduced income from football, will result in a net £20,600 reduction in our budget this year. A decision will be taken about next year's budget based on how things have gone this year.
11. Additionally there is a similar value reduction in the workloads of other outdoor and office based staff which will be reallocated to other services as priorities and opportunities allow. The removal of obligations to provide cricket wickets in particular allows much greater flexibility in the use of our staff.
12. The Council has had informal discussions with both Clubs regarding the holding of equipment replacement reserves on their behalf; given the significant equipment replacement funds that will be required for both clubs there is merit in the Council acting as reserve holder and this will be actioned as required.
13. The Council has been an active provider of sports pitches over many years. The above changes may allow us to pass on responsibility to those who are most interested in delivering these sports; equally there is every possibility that sports grow to the extent that the Council is invited to become a more active participant in their delivery again, albeit with a different remit.

Tennis

14. The new courts on the old bowling green were opened on 30 May 2018 and have been very well received. Their arrival has, however, prompted the need for a rethink of some of the mechanisms put in place when the fob system was installed in 2013.
15. The fob system had its advantages (good quality usage data, booking system) but these have been outweighed by disadvantages (high capital cost, unreliability and high maintenance costs, higher office administration costs). The decision was taken not to put a fob controlled gate on the new courts.
16. We provide tennis courts for casual recreation purposes, primarily to benefit our residents. The new courts cost over £170,000 and the Council will face a bill in excess of £50,000 if and when it refurbishes the other 2 courts in the Gardens in a few years time.
17. The income of £3,500 a year, now exclusively from season tickets with minimal pay and play, in no way meets the costs of administration, maintenance and cleaning of the courts. Some users' expectations far exceed what should reasonably be expected for their £25 fee and at the same time that low fee level is weakening the ability of other providers in the town (notably the Sawmills based club and St Osmunds School) to develop their own usages.
18. By lowering our annual fee for the courts from £45 (2013 charge) to £25 the number of users increased threefold, from around 50 to 160+, although a large number of fobholders have used

their fobs infrequently or not at all. Around one third of our users are non-residents, including an organised group who block book our best courts one evening a week, which has caused friction with some local users.

19. With the need for capital investment to refurbish courts 1 and 2 at some point in the next five years, or alternatively reduce the total number of courts in the Gardens, it is important that the Council identifies what role it wishes to play in tennis provision and sets a strategy that influences user numbers.
20. As a first step it is **RECOMMENDED** that we consult users on the following changes, which could be introduced from April 2019
 - The increase of the standard fee from £25 to £30 (the first increase for 4 years)
 - Stepped increases over two years to take the non-resident fee from £25 to £60
 - Casual play to rise to £10 for 2 hours
 - Regular booking of courts by groups to be restricted to courts 1 and 2 (our original courts)
 - Ideas for a replacement membership card and a low tech process for checking it
21. If implemented the above changes are likely to result in a reduction in usage by non-residents. In particular we would want to work with the out of town group to encourage them to become a regular hirer elsewhere.

Adrian Stuart
Town Clerk

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 10 JULY 2018**

EXCLUSIVE RIGHT OF BURIAL AND INTERMENTS AND BURIAL OF ASHES

1. To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

Name	Grant No:	Grave Number
Dorchester Cemetery		
MICHELLE DUNCAN	3023	2248A (ASHES)
Poundbury Cemetery		
WENDY JANE NEILL	3019	TO BE ALLOCATED
CECIL MAIRE THOMAS	3020	C173
JOHN PENFOLD	3021	251, 283, 275
DOREEN GREENING	3022	558
DEREK DUNN	3024	693
MARY SLADE	3025	623
JOHN HARDY ANTELL	3026	660
PATRIK & EMMA BYRNE	3027	TO BE ALLOCATED
DENNIS JAMES MORGAN	3028	167
JOSEPH MILNES	3029	47 (CHILDREN'S PLOT)
JOHN PENFOLD	3031	373, 255
Fordington Cemetery		
ARTHUR THORNE	3030	GOR69 (ASHES)

1. Since the last meeting of the Committee there has been the following interments, ashes etc. at Dorchester's Cemeteries:-

01.05.2018 – 31.06.2018	Dorchester	Fordington	Poundbury
Interments	0	0	6
Ashes	2	2	0
Garden of Remembrance	0	2	0
Dorchester South Chapel	0	0	0
Poundbury Chamber			0
Children's Plot			1

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 10 JULY 2018**

Monitoring Report - Lettings

Chargeable Bookings 2017-18					Chargeable Bookings 2018-19				
	Corn Exch	Town Hall	Other Rooms	Income	Corn Exch	Town Hall	Other Rooms	Income	Higher (Lower)
MAY	28	25	6	£3895	31	28	3	£3502	(£393)
JUNE	28	22	4	£3505	34	28	2	£3809	£304
Total	46	47	10	£7400	65	56	5	£7311	(£89)

Bar Income 2017-18			Bar Income 2018-19		
MAY		£540	MAY	£220	(£320)
JUNE		£516	JUNE	£527	£11
Total		£1056		£747	(£309)

Non Chargeable Bookings 2017-18				Non Chargeable Bookings 2018-19			
	Council	Partners	Total		Council	Partners	Total
MAY	11	13	24	MAY	4	4	8
JUNE	5	4	9	JUNE	3	7	10
Total	16	17	33		7	11	18

Civil Marriage Ceremonies (Number of exclusive packages shown in brackets)									
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
22	16	24	14	18	15	7(4)	3(3)	4(2)	(1)

Municipal Buildings – Percentage of actual income against estimated income to date: 24.8%

Borough Gardens House 2017-18				Borough Gardens House 2018-19			
	Paid	FOC	Income	Paid	FOC	Income	Higher (Lower)
MAY	9	1	£354	16	1	£638	£284
JUNE	7	3	£275	11	3	£461	£186
Total	16	4	£629	17	4	£1099	£470

**DORCHESTER TOWN COUNCIL
MANAGEMENT COMMITTEE – 10 JULY 2018
MUNICIPAL BUILDINGS MAINTENANCE AND PROJECTS**

Regular Contracts	Contractor	Last Completed	Next Scheduled
Emergency Lighting annual test and service	Andy Whitty	November 2017	November 2018
Boiler Service	New contract: 2016 Benzoni Services Limited	October 2017	October 2018
PAT Testing	DAM Group	November 2016	November 2018
Lightning Protection	GNS Steeplejack Ltd	September 2017	September 2018
Emergency Evacuation Chairs service (6 monthly)	Evac + Chair International	August 2016	August 2018
Fire Alarms annual test and service	Andy Whitty	November 2017	November 2018
Stage Units – annual test and service	New contract: 2016 Cahill Ltd	October 2017	October 2018
Service Clock – annual test and service	Smiths of Derby	November 2017	November 2018
Ventilation Clean	Rentokill	October 2017	October 2018
Intruder Alarm	Chubb	March 2017	March 2018
Lighting Rig Test 3 Part (i) Rigging inspection (ii) Electrical inspection (iii) PAT testing	Stage Electrics – 3 Year Service Agreement 14/16	May 2018	May 2019
Lift	Stannah	June 2017	June 2018
Fire Extinguishers	Fire Express Ltd	July 2018	July 2019
Fixed Wire Testing (5 Year)	New contract: 2016 A. Whitty	March 2016	March 2021
Provision of toilet sanitary receptacles and emptying	PHS group Ltd	Eco – shield White x 4 Sanitary Bag Dispenser – x 24 Nappy Bag dispenser x 26	Regular visits
Glass Collection Waste (Bar)	Dorset Waste Partnership	Fortnightly	Fortnightly
Car Park Gates – Annual test and service	New Contractor	Repaired March 2018	March 2019

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE – 10 JULY 2018

MUNICIPAL BUILDINGS – BANNERS

1. The Committee has previously agreed that banners could be hung on the front of the Municipal Buildings which would help identify the building as the 'Corn Exchange' and as the home of Dorchester Arts.
2. Progress stalled on taking this proposal further as informal discussions with the planning authority seemed to suggest that listed building approval would not be forthcoming.
3. Since those initial discussions Shire Hall has been given the approval for the hanging of banners to the front of that building.
4. Following the approval of the Shire Hall banners, formal pre-application advice was sought from West Dorset District Council on the likelihood of similar banners being approved for the Corn Exchange.
5. The response from West Dorset District Council was that the design and approach to install banners on the Corn Exchange, similar to that used on Shire Hall, was acceptable in principle.
6. A copy of the design submitted to West Dorset District Council is attached and Members are now asked to agree the design prior to a formal application is made to the District Council.

Steve Newman
Deputy Town Clerk

