

Dorchester Town Council

Management Committee

8 July 2014

Present: Mayor P.G. Mann and Councillors K.E. Armitage, S. Hosford, T. James, E.S. Jones, F.E. Kent-Ledger, T. Loakes, A.J. Lyall, R.B. Potter (Chairman), M.E. Rennie and D. Taylor.

Representatives from Dorchester Youth Council attended the meeting.

Apologies: Councillors D.J. Barrett and C.S. Biggs.

1. Minutes

The Minutes of the Meeting of the Committee held on 6 May, 2014, adopted by Council on 20th May, 2014, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. Dorchester Youth Council

The Chairman of the Youth Council reported on its consideration of the Management Committee agenda and raised the following matters:-

- That the red dog waste collection bins should be retained as there was a possibility that if removed they would not all be replaced with general waste bins and the dog waste collection bag dispensers had resulted in less dog waste being left uncollected.
- With regard to new benches it was felt that consideration should be given to installing circular or curved benches that allowed for easier group conversation.
- The Grass Free Lawn project was something that the Youth Council wished to support.
- With regard to the post and chain railings at the bottom of town the Youth Council proposed that young people from Kingston Maurward College and Weymouth College could be asked to design and make new or replacement ones.

Members agreed to take these comments into account when considering those matters.

3. Panel Minutes

(a) Property Management and Maintenance Panel

The Committee considered the Minutes of the Property Management and Maintenance Panel held on 11th June, 2014 (for Minutes see Appendix I). Members attention was specifically drawn to the proposal to sell the Corn Exchange clock and replace it with a new reliable clock and the proposal not to implement the creation of some of the footpaths at Poundbury Cemetery. In respect of the clock Members felt that a low cost reliable clock should be placed in the Corn Exchange and that a report on the old clock's history, value, heritage etc be presented to a future meeting so as to allow proper

consideration to its future. In respect of the footpaths at Poundbury Cemetery it was felt that they should be implemented as shown on the original plans but that they be grass paths.

Members considered the date and time of future site visit meetings and agreed that the Panel should consider this in good time prior to next summer's visits.

Members felt that the 'buzzer' system for the Town Hall Keepers was a high priority.

Resolved

- (1) That a new low cost clock be purchased for use in the Corn Exchange and a report on the original clock be presented to a future meeting of the Committee.
- (2) That the footpaths at Poundbury Cemetery be implemented as shown on the original plans but that they be grass paths.
- (3) That the Panel consider the date and time of its annual site visit meeting in good time prior to next summer's visits.
- (4) That the Minutes be approved so far as this Committee is concerned.

(b) Community Activities Panel

The Committee considered the Minutes of the Community Activities Panel held on 26th June, 2014 (for Minutes see Appendix II).

Members were updated regarding the Dorchester and the Great War Event and the Chairman clarified that the request for cakes was for that event. It was suggested that 'Oh Crumbs' or 'Café on the Green' might be interested in helping.

The Committee expressed concern regarding the kiosk in the Borough Gardens not being open regularly, the standard of service and the range of provisions for sale. It was felt that urgent discussions should be held with Re-Think regarding the summer season and that long term consideration should be given to the future of the kiosk franchise.

Members were informed of some additional information received regarding an application for a grant towards a fundraising event in the Corn Exchange which had not been approved. The Committee agreed the recommendation not to give a grant due to it being contrary to the Council's policy of grant aiding events being held by one individual or organisation to raise money for another. The Committee felt that it would be useful for the Panel to consider establishing funding criteria in the future.

The grant awarded to Love Parade was highlighted and Members felt that for the future the use of Maumbury Rings and the infrastructure by Love Parade should be on the same basis as the Anonymous Festival.

It was noted that Councillor F.E. Kent-Ledger was not in attendance at the meeting but that Councillor E.S. Jones had attended.

Resolved

That, subject to the above amendments, the Minutes be approved so far as this Committee is concerned.

4. Management Arrangements

(a) The Committee considered the schedule of work for the Outdoor Services Team. It was reported that the area next to the steps leading to tennis courts 3 and 4 was overgrown and needed maintaining. Members also noted that some of the flower beds were in need of weeding. Members welcomed the work done in partnership with Dorchester BID to refurbish further benches around the town.

Resolved

That the schedule of work for the Outdoor Services Team be noted.

(b) Members considered a report from the Compliance Manager which updated the Committee on the wildflower and Diamond Jubilee tree planting at King's Road Playing Fields and Gabriel Green. The Committee felt that the existing scheme at Gabriel Green should be continued but that it was important to keep the grass to the outside neat and tidy. It was also felt that it might be worth explaining to local residents again the idea behind the wildflower area.

Resolved

That the existing wildflower area be continued.

(c) The Committee had before it a report by the Deputy Town Clerk reviewing the arrangements for dog waste and general waste collection. Members felt that the use of separate dog waste bins should continue as the addition of a dog waste bag dispensers had significantly improved the amount of dog waste being left uncollected and also that the bins were easily identifiable to dog owners.

Resolved

That the present policy of having separate red dog waste bins be continued.

(d) Members considered a report by the Deputy Town Clerk reviewing the public benches around the town. Members agreed to identify any benches in their Wards which they considered were inappropriately located, not used or in general disrepair and notify the Deputy Town Clerk about them. It was felt that those benches maintained by the Council should have a 'Maintained by Dorchester Town Council' plaque fitted to them.

Resolved

(1) That all Members be requested to identify any benches in their Wards which they considered were inappropriately located, not used or in general

disrepair and notify the Deputy Town Clerk about them so as to enable a further report to be prepared on proposals for those benches identified.

(2) That those benches maintained by the Council should have a 'Maintained by Dorchester Town Council' plaque fitted to them.

5. **Grass Free Lawn Project**

The Committee had before it a report by the Town Clerk on the proposal from the Dorset Wildlife Trust to create a community Grass Free Lawn following a site visit to Reading University to view such a project first hand. It was noted that DWT had applied for funding to deliver a lawn of 50 square meters, the result of the funding application would be known shortly and if successful would be sufficient to create the lawn in time for spring 2015. Members had previously considered the old bowling green in the Borough Gardens as a location for the lawn – a lawn of the size being proposed would be approximately 4% of the available space. A site needed to be identified and agreed within seven months.

It was reported that the project might be of interest to Whitfield Farm and it was agreed that DWT should contact that organisation.

Resolved

(a) That subject to DWT achieving its funding target, the Council commits to providing practical support to produce the plant material to create a 50 square meter lawn and identifying a suitable site for its planting in spring 2015.

(b) That further consideration be given by the Outdoor Services Panel to consider alternative uses for the old bowling green.

6. **Panels 2014-15**

(a) Membership of Panels – 2014-15

The Committee considered the allocation of Members to Panels following the receipt of Councillors' individual preferences.

Resolved

That the following Members be appointed by this Committee to Panels for the 2014-15 Council Year:

Arts

Councillors S.C. Hosford, T. James, F.E. Kent-Ledger and A.J. Lyall.

Community Activities

Councillors S.C. Hosford, E.S. Jones, F.E. Kent-Ledger and M.E. Rennie.

Outdoor Services

Councillors K. Armitage, D.J. Barrett, E.S. Jones and T. Loakes.

Property Management and Maintenance
Councillors K. Armitage, F.E. Kent-Ledger, A.J. Lyall and D. Taylor.

Risk and Resources
Councillors T. James and R.B. Potter.

(b) Appointment of Chairmen and Vice-Chairmen

Members considered the appointments of Chairmen and Vice-Chairmen to those Panels that were responsible to the Management Committee. Members agreed not to appoint Vice-Chairmen to any of the Panels at this stage. It was suggested that the Council's Standing Orders might need reviewing to limit the number of Chairmanships and / or Vice-Chairmanships any individual Member may hold. It was felt that this would be something for the new Council which was to be elected in May 2015 to consider in due course.

Resolved

That the following Chairmen of the Panels stated be elected for the 2014-15 Council Year:

Arts
Chairman – Councillor A.J. Lyall

Community Activities
Chairman – Councillor M.E. Rennie

Outdoor Services
Chairman – Councillor E.S. Jones

Property Management & Maintenance
Chairman – Councillor A.J. Lyall

7. **Cemetery Matters**

(a) Exclusive Right of Burial

The Committee had before it a report which detailed the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee and it was

Resolved

That the report on the Grants of Exclusive Right of Burial for grave spaces in Dorchester, Poundbury and Fordington Cemeteries since the last meeting of the Committee be noted.

(b) Interments and Burial of Ashes

Members considered a report which listed the dates and times of interments and burials of ashes together with South Chapel usage at Dorchester Cemetery since the last meeting of the Committee and it was

Resolved

That the report listing the dates and times of interments and burials of ashes together with South Chapel usage since the last meeting of the Committee be noted.

(c) Headstones and Inscriptions

The Committee received and noted applications for the design of headstones and inscriptions. Members particular attention was drawn to design number 4039 to be located at Weymouth Avenue Cemetery which had yet to be approved. Following discussion the matter was put to the vote which was equal and following the Chairman using his casting vote it was

Resolved

That the design numbered 4039 be approved.

It was then also

Resolved

That the action of the Town Clerk in approving designs numbered 4024 to 4038 and 4040 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

8. Letting Venues – Monitoring Reports

The Committee received the monitoring reports for the Weymouth Avenue Pavilion, Borough Gardens Community Room and the Municipal Buildings which included additional detail regarding forthcoming projects, scheduled maintenance and urgent repairs.

One Member reported that it was hoped that Dorset Art Week would be hiring the Municipal Buildings again in future.

Resolved

That the Weymouth Avenue Pavilion, Borough Gardens Community Room and Municipal Buildings Monitoring Reports be received.

9. **Lighting – Thomas Hardy Statue**

The Committee received a proposed new lighting scheme for the Thomas Hardy Statue, the existing four spotlights would be replaced with new LED lights, two green lights would illuminate the two tree canopies and two white lights would illuminate the statue.

Resolved

That the revised lighting scheme be supported.

10. **Information Reports**

The Committee received the minutes of the Dorchester Youth and Community Centre held on 5 June, 2014.

11. **Paid Invoices**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st May, 2014 and 30 June, 2014 totalling £286,870.76 (net) together with direct debits for the same period totalling £66,471.42 (net).

Resolved

That the cheque transactions and direct debit payments lists be approved and signed accordingly.

12. **Public Bodies (Admission to Meetings) Act 1960**

The Committee considered whether to exclude press and public from the meeting.

Resolved

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.

13. **Municipal Buildings - Staffing**

The Committee considered a report by the Deputy Town Clerk on proposed staffing arrangements for the Municipal Buildings following the resignation of a part time Town Hall Keeper.

Resolved

That the arrangements proposed in the report be agreed and that Policy Committee be requested to agree the funding arrangements and the increase in establishment with immediate effect.

Dorchester Town Council

Property Management and Maintenance Panel

11 June 2014

At a Site Meeting of the Property Management and Maintenance Panel held at The Municipal Buildings, Poundbury Cemetery, Borough Gardens, Weymouth Avenue Cemetery, Weymouth Avenue Pavilion, Sandringham Sports Centre, Louds Mill Depot and Fordington Cemetery.

Present: Councillors A. Lyall (Chairman) and D. Roberts.

Apologies: Mayor P. Mann and Councillors C. Biggs, S. Hosford and F. Kent-Ledger.

1. The Municipal Buildings

The Panel carried out an inspection of the Buildings and the following matters were identified:

- The drainage grating in the kitchen needed cleaning and repairing.
- Investigations should be made into whether it was possible to paint the kitchen walls and if it was this should be undertaken.
- It was reported that the Corn Exchange clock was broken and would need ongoing maintenance to keep it fit for purpose. Members felt that as there was a financial value to the clock it should be sold and a new reliable clock purchased in its place.
- A number of minor repairs were required to the suspended wooden floor.
- The main entrance foyer carpet needed to be professionally cleaned.
- When resources allowed new tables, similar to those provided in the Borough Gardens House, should be purchased for use in the Municipal Buildings.
- Consideration should be given to a new lighting scheme in the Town Hall which would allow the use of LED lights.
- Depending on the outcome of the Boundary Review consideration would need to be given as to how to accommodate additional Members around the Council Chamber tables.
- The Magistrates Room chairs all should be cleaned (approximately £6 per chair), the bottom half of the walls, door panels etc should be painted 'Light Buff' the next time the room was painted.

- The floor covering in the bathroom to the Dressing Rooms needed making safe as a matter of urgency and recovered in the long term.
- A suspended ceiling above the stairwell to the Dressing Rooms would be an improvement when resources allowed.
- Investigations should be made into some form of buzzer system so as to enable visitors to the Corn Exchange to locate a Town Hall Keeper.

In considering these matter Members were made aware that there was insufficient funds to undertake all of the above aspirations during this financial year – new tables and cleaning the Magistrates Room chairs were identified as the two main priorities. Members also felt that it might be worth considering allowing free use of the Dressing Rooms when other functions were being held in the buildings. Statistical information would also be gathered with regard to usage of the Kitchen.

Recommended

That consideration be given to those matters identified above.

2. Poundbury Cemetery

Members were informed of the actions that had been taken since the site visit held last year and then went on to inspect the Cemetery.

The following matters were identified:

- The wooden garage doors needed repairing and painting.
- The toilet door jamb needed repairing.

The Panel also gave consideration to the future layout of the Cemetery particularly in respect of the access road and paths and agreed that the paths identified on the plan served no purpose and would lose grave space. Members felt that the Council should start giving consideration as to how to fund the new access road and the cemetery wall.

Members also felt that the policy of allowing customers to choose their burial spot should be reviewed in light of the practical difficulties that this caused.

Recommended

That consideration be given to those matters identified above.

3. Borough Gardens House and New Toilets

The Panel inspected the Borough Gardens House and new toilets and identified the following matters which needed attention:-

- The remote disabled access point to the new toilets had been vandalised – a repair had already been authorised but if the vandalism continued the

remote access facility would be discontinued and access would be via radar key only.

- The disabled toilet lock in the Borough Gardens House was broken.

Recommended

That attention be given to those matters identified above.

4. Weymouth Avenue Cemetery

The Panel was informed of the actions that had been taken since the site visit held last year and then went on to inspect the Cemetery. Generally the Cemetery was found to be in good condition. It was noted that repairs to the roof and associated matters of the north Chapel which had previously been identified would cost in the region of £9,000 to undertake and Members agreed that no further action should be taken on this matter at the present time.

The following additional matters were identified:

- Part of the lead work to the middle window of the north Chapel was missing and needed replacing.
- The door handle to the toilet needed repairing and the interior needed painting.
- The tarmac at the entrance to the Cemetery had sunk and become unstable and was now a trip hazard, repair would cost £1,700 but Members felt that this was a health and safety issue and should be addressed as a matter of urgency.

Recommended

That attention be given to those matters identified above.

5. Weymouth Avenue Pavilion

The Panel inspected the Pavilion and identified the following matter which needed attention:-

- There was a cracked paving slab at the entrance to the changing rooms that needed replacing.

Recommended

That the cracked paving slab be replaced.

6. **Louds Mill Depot, Sandringham Sports Centre and Fordington Cemetery**

The Panel inspected Louds Mill Depot, Sandringham Sports Centre and Fordington Cemetery and were pleased with their overall condition. In respect of the boundary wall at Fordington Cemetery it was noted that access to the private properties to the rear of the wall was required to enable a full inspection of its condition, this was not a high priority at the present time.

Dorchester Town Council

Community Activities Panel

26 June 2014

Present: Mayor P.G. Mann and Councillors S.C. Hosford and M.E Rennie (Chairman).

In attendance:

Councillors D.S. Roberts and E.S. Jones.

Lucy Armstrong (Chairman of the Youth Council)

Apologies: Councillors T. James and F.E. Kent-Ledger.

1. WW1 Commemorations

(1) Preparations for WW1 Commemoration Event Dorchester and the Great War

The Panel heard from the Deputy Town Clerk that preparations were well underway for the Dorchester and the Great War event to be held in the Corn Exchange on Friday, 8 August 2014. The event would include a number of talks given by local historian Brian Bates and the curator of the Keep Military Museum, Chris Copson, live performances from Jane McKell and the Durnovaria Silver Band, the launch of the Walking in Their Shoes project, sound bites of experiences from WW1, the opportunity to taste food from the era and craft activities for all to take part in. The Deputy Town Clerk notified the panel that costumes were being sourced for those helping at the event. The Chairman of the Panel and the Mayor both thanked the Deputy Town Clerk for his efforts and requested that information of the event be forwarded to the Youth Council and that a request be made to the Youth Council for volunteers on the day. The Chairman also requested that posters of the event be sent to all Councillors and Age Uk.

(2) Events to be Held in Dorchester in 2014 / 2015 to Commemorate WW1

The Deputy Town Clerk informed the Panel that a number of events had already taken place to commemorate WW1, including the showing of the film War Horse at the open air cinema event held in the Borough Gardens on Saturday, 7 June which was very well received by members of the public. The Panel was informed that the Town Council had received notifications of a number of other events which would be held in the town throughout the year.

(3) AsOne Theatre Company Grant Request

The Panel considered a grant request for £500 from AsOne Theatre Productions for the production of 'Passion – a Story of Love and War' to be held in the Corn Exchange. The Panel noted that excerpts from the play and recorded interviews of WW1 descendants would be held at the Dorset History Centre and recorded interviews of current serving members of the armed forces would be held at the Keep Military Museum.

(4) Great War Commemoration Art Wall

The Panel considered a report from the Town Clerk about a proposed Art Wall which would include a calendar of commemoration events and signposting to the Keep Military Museum and other exhibitions relating to the Great War, a series of time-relevant pen sketches of names on the war memorial, supported by local author Brian Bates, a series of paintings based on different events that had taken place during the war, chosen from a selection created by local groups, e.g. a school class, art group, or charity and possibly managed by Dorchester Arts Centre to be sited in the Garden of Remembrance adjacent to the War Memorial in South Walks Road. The panel noted that discussions had taken place with local artist Pete Sheridan. Members of the Panel noted that the cost of the wall would be in the region of £1000 in the first year and £500 per annum in the remaining four years. The Panel were concerned that there would be the risk of the project looking too much like graffiti and requested that the project be completed with sensitivity both to the project and to the area that it would be sited. The panel requested that the members of the committee that would be organising the Dorchester and the Great War event and representatives from the Royal British Legion and the Royal Naval Association be consulted on the proposed art work.

Recommended

(1) That posters of the Dorchester and the Great War event be circulated to members of the Youth Council, all Councillors and Age Uk.

(2) That a request be made to the Youth Council for volunteers for the Dorchester and the Great War event.

(3) That a grant of £500 be awarded to the AsOne Theatre Company for the production of 'Passion – a Story of Love and War' and that a note to the Artistic Director be included advising AsOne Theatre Company to contact the Town Council should they require any further assistance.

(4) That the proposal for a Great War Commemoration Art Wall at the Garden of Remembrance be supported.

2. Liberation / Freedom Flame

The Panel noted that Hull City Council had been notified that Dorchester Town Council would not be taking part in the Liberation / Freedom Flame event.

3. Borough Gardens Events

The Panel received an update of the events that had taken place and future events to be held in the Borough Gardens. The Panel was informed that the Badger and Bovine Event had been well attended.

The Chairman of the Youth Council enquired after the Dorchester Carnival and was informed that the procession was successful although there was disappointment in the number of floats that had entered but that the new route was successful. The Panel was notified that the Carnival Committee would be looking to appoint a new Chairman for

the following year. The Chairman of the Youth Council suggested that it may be a project for the Youth Council to be involved with and that the possibility of organising the Carnival should be considered.

The Panel noted that another event had been added to the programme of events for the Borough Gardens and that Cornucopia would be playing on Saturday, 19 July, sponsored by the Friends of the Borough Gardens.

The Panel was informed that the Skate Jam had been a success and had been well attended.

Members noted that preparations for the Maumbury Rings Bank Holiday weekend were well underway, although regrettably it had not been possible to find an organisation to host the Friday evening. The Panel was informed that the Love Parade would proceed this year on the condition that the entertainment be suitable for families throughout the day and evening, the event would have a Storm Trooper theme and that it was hoped that an existing European record would be broken for the number of people dressed as Storm Troopers in an area.

Members requested that posters for all of the events to be held in the Borough Gardens be circulated to all Councillors.

Recommended

(1) That the Youth Council give consideration to volunteering to organise the Dorchester Carnival.

(2) That posters for the events to be held in the Borough Gardens be circulated to all Councillors.

5. Financial Assistance Applications

The Panel considered grant applications which had been received and it was

Recommended

(1) That the application from the Dorchester Community Mental Health Team be not approved as the event could be a self-supporting activity.

(2) That the application from Simon Grantham for a fundraising event for Weldmar Hospice Care Trust be not approved as the event would not be a partnership event.

(3) That the application from Dorchester Try This be approved and the sum of £300 be awarded.

The Mayor suggested that as it would be of interest to the Council that an invitation to a meeting of the Dorchester Town Council to give a brief presentation on the scheme be extended to the organiser.

(4) That the application from the Dorchester and District Gardening Club be approved and that the sum of £100 be awarded.

(5) That the application from Victim Support be approved and the sum of £500 be awarded.

The Chairman of the Youth Council agreed to give an update on the Outreach project Safety Talk if she received it in school.

(6) The application from the Dorset One World Festival be approved and the sum of £500 be awarded.

(7) That the application from the Dorchester Love Parade be approved and the sum of £160 be awarded and the fee for the use of Maumbury Rings on Sunday, 24 August be waived.

The Panel was informed that the Friends of the Dorchester West Train Station would possibly be looking to create some 'Welcome to Dorchester' signs to be sited at the train station, Members were supportive of the proposal.