

# **DORCHESTER TOWN COUNCIL**

## **MANAGEMENT COMMITTEE**

**12th JULY, 2005**

At a Meeting of the Management Committee held on 12th July, 2005:

**PRESENT** Councillors Mrs. C.S. Biggs, A.J. Canning, M.L. Graham, Mrs. E.S. Jones, A.J. Lyall, P.G. Mann, R.B. Potter (Chairman) and Mrs. M.E. Rennie.

In attendance:  
Councillor T.A. Parsley.

**APOLOGIES** for absence were received from The Mayor (Councillor R.M. Biggs) and Councillors D.J. Barrett, Mrs. F.E. Kent-Ledger and Mrs. L Taylor.

### 1. **MINUTES**

The Minutes of the Meeting of the Committee held on 10th May, 2005, adopted by Council on 24th May, 2005, were taken as read and were confirmed and signed by the Chairman as a correct record.

### 2. **MINUTES OF MANAGEMENT PANELS**

#### (a) **Community Activities Panel – 2nd June, 2005**

The Committee considered the Minutes of the Meeting of the Community Activities Panel held on 2nd June, 2005 (for Minutes see Appendix I).

The Chairman of the Panel reported on a successful twinning weekend with representatives of all three twin towns. Members expressed their thanks to all those involved with the twinning visit and the events held in Maumbury Rings to celebrate Dorchester 700.

In considering publicity for events the Committee felt that consideration should be given to purchasing a banner which could be placed in either South Street or on the fence of Maumbury Rings.

It was

### **RESOLVED**

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That consideration be given to purchasing a banner suitable for placing in South Street or on the railings at Maumbury Rings.

(b) Grants Panel – 15th June, 2005

The Committee considered the Minutes of the Meeting of the Grants Panel held on 15th June, 2005 (for Minutes see Appendix II).

In respect of Panel Minute 1(3) it was noted that Fairtrade had supplied the additional information required and the grant had been agreed. Members felt that it might be beneficial for a representative of the Council to attend any meetings of the organisation.

It was

**RESOLVED**

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That the Deputy Town Clerk be requested to investigate Council representation on Fairtrade.

(c) Arts Panel – 15th June, 2005

The Committee considered the Minutes of the Meeting of the Arts Panel held on 15th June, 2005 (for Minutes see Appendix III).

The Committee expressed its appreciation of the events being held in the Borough Gardens throughout the Summer. Members hoped that the momentum could be kept going during the refurbishment of the Gardens during the summer of 2006 by using alternative venues such as Maumbury Rings and Salisbury Field.

It was reported that there appeared not to be a collection in the Gardens during the evening concert on Carnival Day. Members felt that this was a missed opportunity and that if the Round Table did not want to collect then the opportunity should be given to another worthy organisation.

It was

**RESOLVED**

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That for future carnival night events the Round Table be requested to inform the Council whether or not they intend to collect to enable the opportunity to be afforded to another organisation.

(d) Borough Gardens Panel – 4th July, 2005

The Committee considered the Minutes of the Meeting of the Borough Gardens Panel held on 4th July, 2005 (for Minutes see Appendix IV).

In connection with Panel Minute 1(h) Members agreed that the recommendation should be amended to include reference to investigating possible alternative locations for the potting shed should the costs of its repair prove to be unmanageable.

It was

### **RECOMMENDED**

- (1) That the Minutes be approved so far as this Committee is concerned.
- (2) That the recommendation at Panel Minute 1(h) be amended to include reference to the investigation of possible alternative locations for the potting shed should the costs of its repair prove to be excessive.

### 3. **MANAGEMENT ARRANGEMENTS**

The Committee received the Spring/Summer schedule of work for the Outdoor Services Team.

Members wished to thank the Garden's staff for keeping the public conveniences in such a good state of cleanliness during the Teddy Bears Picnic and also for keeping the Gardens looking so good generally. The difference since the appointment of the new Head Gardener had been noticeable.

In respect of the piece of land owned by the Council on the corner of London Road and King's Road Members felt that this was a secluded area which had suffered from anti-social behaviour and requested that the hedge around it be removed.

### **RESOLVED**

- (1) That the Spring/Summer schedule of work for the Outdoor Services Team be noted.
- (2) That the hedge around the small piece of Council owned land on the corner of London Road and King's Road be removed.

### 4. **ROMAN FOUNTAIN PLAQUE, PRINCESS STREET**

The Committee considered a quotation in the sum of £564.50 plus VAT for the production of a cast bronze plaque to be inserted into the pavement by the Roman Fountain in Princess Street. The plaque was proposed to measure 450mm x 225mm. Members were circulated with the proposed wording for the plaque. The Committee noted that an application for twenty percent of the cost had been submitted to the Arts Development Small Grants Scheme operated by West Dorset District Council.

In considering the proposed wording of the plaque Members felt that it was a little complex and would be improved if simplified.

It was

**RESOLVED**

- (1) That a suitable plaque be provided and the quotation in the sum of £564.50 plus VAT be accepted.
- (2) That the wording of the plaque be simplified in consultation with the Chairman and Vice-Chairman of the Committee.

5. **DORCHESTER JUDO CLUB**

Members considered correspondence from the Dorchester Judo Club seeking financial support towards a project to replace their Clubhouse roof. The club had been required to cease occupation of the premises until repairs to the roof could be made at an estimated cost of approximately £48,000.

The Committee felt that West Dorset District Council should be the main contributor to the project if it was to proceed and that the Club should investigate the possibility of multi-use premises.

It was

**RESOLVED**

That the Judo Club be informed that the Council would consider the grant application again once further funding had been achieved from alternative sources and in particular from West Dorset District Council.

6. **IRONMAN UK TRIATHLON – 21st AUGUST 2005**

The Committee received correspondence from the Rotary Club of Sherborne regarding the Ironman UK Triathlon to be held on 21st August, 2005. It was noted that part of the cycle route passed through Dorchester and the organisers were looking for volunteers to assist with marshalling the event as it passed through the town.

It was

**RESOLVED**

That the correspondence be noted.

7. **FORMAL REPORTING OF ACTIONS TAKEN UNDER DELEGATED POWERS**

The Deputy Town Clerk reported that, following consultation with the appropriate Members, the following had been agreed:-

### Commemoration of long service

To commemorate the anniversary of two Members long and unbroken service to the Council. Councillor Mrs Stella Jones, 25 years and Councillor Leslie Phillips, 40 years. A total amount of £176 had been expended.

### Dorchester Town Promotion Fund

To contribute £150 to the Dorchester and District Chamber of Commerce, Industry and Trade, towards the cost of producing 80,000 leaflets promoting Dorchester.

(Councillor Mrs E.S. Jones declared an interest in respect of the above matter and took no part in its consideration.)

## 8. **INFORMATION REPORTS**

The Committee considered the various reports which had been submitted for information and it was

### **RESOLVED**

That the various information reports be noted.

## 9. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made since the meeting of the Committee held on 15th March, 2005.

### **RECOMMENDED**

That the expenditure transactions lists which showed gross payments totalling £107,767.07 direct debit and £292,109.31 paid invoices be approved and signed accordingly.

## 10. **PURCHASE OF EXHIBITION TRAILER**

The Deputy Town Clerk informed the Committee that the opportunity had arisen to purchase a second hand exhibition trailer from West Dorset District Council. If purchased it would have many benefits over the trailer that the Council presently had on loan from West Dorset District Council as it was larger, it could be adapted so that the Council's PA equipment could be used from within the inside of the trailer, the PA equipment was less likely to be damaged with it frequently being moved, it could be used for exhibition purposes and as a movable changing room and would carry the Town Council crest. The Chairman of the Arts Panel reported that he had seen the trailer and supported its purchase. The cost of the trailer was £800 although additional funding would be required for the necessary modifications and signwriting.

It was

### **RESOLVED**

That the exhibition trailer be purchased without delay.

11. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

**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.

12. **DORCHESTER BOWLING CLUB ACCOUNTS**

The Committee received the Dorchester Bowling Club Accounts for the period ending 31st December, 2004.

It was

**RECOMMENDED**

That the accounts for the period ending 31st December, 2004 be noted.

Chairman

**DORCHESTER TOWN COUNCIL**

**COMMUNITY ACTIVITIES PANEL**

**2nd JUNE, 2005**

At a Meeting of the Community Activities Panel held on 2nd June, 2004.

**PRESENT** The Mayor (Councillor R.M. Biggs) and Councillors Mrs. F.E. Kent-Ledger, P.G. Mann and Mrs. M.E. Rennie (Chairman).

In attendance:

Mr. J. de Carteret, Dorchester-Bayeux Society

Mr. J.H. Antell, Dorchester-Lübbecke Society

Mr. D. Maggs and Mrs D. Richards, Dorchester-Holbæk Society.

**APOLOGIES** for absence were received from Councillors Miss C.M. Hebditch and Mrs. E.S. Jones, Mrs. J. Woolcock, Dorchester-Lübbecke Society and Mr. J. Jerrard, Dorchester-Holbæk Society.

The Chairman welcomed all those attending this Panel and introduced Councillor Mann. The Town Clerk explain to those present the remit of the Panel.

1. **DECLARATION OF INTEREST**

Councillor P.G. Mann declared a personal interest as President of the Dorchester-Lubbecke Society.

2. **DORCHESTER-BAYEUX SOCIETY**

The Chairman of the Dorchester-Bayeux Society informed the Panel that the Society's Winter programme had been well supported and that a barbecue was being arranged at Tolpuddle on 14th July (Bastille Day). He also confirmed that the French language classes and the petanque group were well supported by Society Members. The Clerk advised Mr. de Carteret to formally request a grant from the Panel to assist with the purchase of stationery for the language classes. In response to a question he informed the Panel that the Society had a membership of approximately 300.

The Panel noted that the Mayor and Mayoress had accepted an invitation to visit Bayeux with Members of the Society from 9th to 12th September, 2005. The Chairman of the Society confirmed that the coach was full.

The Panel noted that a request had been received from the Dorchester Rifle and Pistol Club for a twinning reception in the Town Hall on Friday, 24th June at 7.30pm to celebrate the 20th anniversary of competition between Dorchester and Bayeux and in accordance with the delegated powers granted at Standing Order 50 it was

**RESOLVED**

- (1) That the Town Clerk be requested to advise the Dorchester Rifle and Pistol Club that the

Council is willing to host a small reception in the Town Hall on 24th June at 7.30pm

- (2) That all Councillors and their partners be invited to attend together with all retired Mayors and their partners who have been involved with the Club.

3. **DORCHESTER-LUBBECKE SOCIETY**

The Chairman of the Society informed the Panel that the Society had carried out a varied Winter programme of mainly fund-raising events.

In response to a question the Chairman confirmed that the Review of Outside Bodies (Policy Minute 62(d) 2004/05 refers) would be considered in greater detail at the next Meeting of the Panel.

The Panel noted that the Dorchester Town Youth Football Club had visited Lübbecke from 26th May to 1st June, 2005 and that youth football teams from Lübbecke would be visiting Dorchester over the May Day bank holiday weekend in 2006 to take part in the annual youth football tournament.

The Panel noted that in accordance with Standing Order 50 the Chairman and Vice-Chairman of the Twinning Panel had authorised a grant of £125.00 to the United Church in connection with a visit of senior citizens from Espelkamp from 5th to 9th May, 2005. The Clerk informed the Panel that Mr. L. Thomas had produced a receipt from Age Concern for £110.00 being the amount incurred by the party to participate in lunch at Rowan Cottage and had returned the balance of the grant to the Council.

4. **DORCHESTER-HOLBAEK SOCIETY**

The Chairman of the Society informed the Panel that at the Society's Annual General Meeting the same Committee had been re-elected. The Society had also held various successful fund raising events throughout the winter. The Secretary to the Society informed the Panel that the Holbæk families would visit Dorchester in July, 2006.

The Chairman of the Society informed the Panel that he had recently been informed by his counterpart in Holbæk that the Council administration there was about to undergo major changes and that five towns in the vicinity of Holbæk would be merged to form one overall administrative unit with just one Mayor.

The Chairman of the Society informed the Panel that the arrangements for the visit of Cirkus Kaephoj had been finalised. The party of seventy young people accompanied by twenty adults would arrive on 18th June and depart on 28th June, 2005. Complimentary tickets would be sent to all Members of Council for the Gala Night performance on 20th June. The Arts Centre had been tasked with promotion and five workshops for local school children would be held at the Arts Centre. He Chairman went on to inform the Panel that all necessary funding had been secured and his sincere thanks went to the Town Clerk for all his assistance.

The Chairman of the Panel thanked Mr. Maggs for all his hard work over the last year in arranging the visit of Circus Kaephoj.

5. **DORCHESTER 700 – 9th AND 10th JULY, 2005**

Further to Management Minute 25(b) (2004/05) the Panel noted that the Mayor of Lubbecke, together with her husband and son and Herrn Kelle and Herrmann had accepted the Council's invitation to visit Dorchester on 9th and 10th July. The Mayor of Holbæk and his wife had also accepted the invitation. However, the Mayor of Bayeux was unable to attend due to commitments in Bayeux but he would be represented by Mme Françoise Zeller together with M. Thierry Grenier or M. Michel Leree.

The Town Clerk outlined the events planned for the weekend in Maumbury Rings and following discussion and in accordance with the delegated powers granted at Standing Order 50 it was

**RESOLVED**

- (1) That the Chairman of this Panel be requested to approach Councillors asking that they consider hosting the Council's guests during the weekend.
- (2) That the Clerk to this Committee be requested to contact Lübbecke to ascertain the exact dates that they would be in Dorchester.
- (3) That the Mayor and the Chairman and Vice-Chairman of the Panel be requested to arrange a detailed programme for the visit as a matter of urgency.
- (4) That all Members of Council and their partners and four representatives from the twinning societies be invited to attend a sandwich lunch on 9th July followed by a bowls match in the Borough Gardens and the Octagon at Poundbury be considered for an event in the evening of 9th July.

In response to a question the Town Clerk confirmed that he would investigate the possibility of promoting the Dorchester 700 Anniversary on the Council's website.

The twinning society representatives left the Meeting.

6. **VE & VJ COMMEMORATIONS**

In the light of representations received the Panel considered whether to host a commemoration event on a date to be agreed.

Following discussion and in accordance with Standing Order 50 it was

**RESOLVED**

- (1) That £800.00 be made available from existing resources.

- (2) That a short commemorative service be held at The Keep at 3.00pm on Monday, 15th August, 2005 to be followed by a light tea at a venue to be confirmed.
- (3) That the Deputy Town Clerk be requested to make the necessary arrangements in consultation with the Mayor and Chairman and Vice-Chairman of this Panel.
- (4) That the Mayor be requested to prepare a suitable press statement and that further consideration be given to the possible commissioning of a commemorative photograph.

7. **DORCHESTER AND DISTRICT CHAMBER OF COMMERCE, INDUSTRY AND TOURISM**

Further to Management Minute 76 (3) (2004/05) the Chairman informed the Panel that she would be attending a Meeting on 8th June, 2005 to consider ideas for promoting Dorchester and that further consideration would be given to this matter at the next Meeting of the Panel.

8. **PROMOTIONAL TOURIST SIGNS**

A Member expressed his concerns that Dorchester was poorly promoted from the by-pass. He also informed the Panel that there were no brown tourist signs on the approach to the Town from the Wareham Road. There were no tourist signs at all in Trinity Street car park and the Charles Street display was badly worn.

Following discussion it was

**RECOMMENDED**

- (1) That the Town Clerk be requested to write to the West Dorset District Council requesting they investigate the provision of improved tourism signs within their car parks.
- (2) That the Dorchester Heritage Committee be requested to consider financing a tourism sign on the Wareham Road.

**DORCHESTER TOWN COUNCIL**

**GRANTS PANEL**

**15th JUNE, 2005**

At a Meeting of the Grants Panel held on Wednesday, 15th June, 2005:

**PRESENT** The Mayor (Councillor R.M. Biggs) and Councillors Mrs. C.S. Biggs (Chairman) and P.G. Mann.

**APOLOGIES** for absence were received from Councillors T.C.N. Harries, Mrs. M.E. Rennie and Mrs. L. Taylor.

1. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Panel considered applications for financial assistance received since the last meeting of the Panel and it was

**RECOMMENDED**

- (1) That the application from the Dorchester Horticultural Society be approved in the sum of £50.
- (2) That the application from the Dorchester Judo Club be referred to the Management Committee for consideration and the Judo Club be advised of alternative sources of funding.
- (3) That the Deputy Town Clerk be authorised to make a grant of up to £200 to Fairtrade subject to further information being received on the proposal and following consultation with the Chairman of the Panel.
- (4) That the application from the Dorchester Athletic Club be approved in the sum of £250.
- (5) That the application from the Occasional Singers be approved in the sum of £150.
- (6) That the application from the West Dorset General Hospital NHS Trust in respect of 'The Art Lady' be not approved.
- (7) That the application from the Hardyans' Club be approved in the sum of £50.

- (8) That the application from the Dorchester Youth Football Under 18s be approved in the sum of £50.

**DORCHESTER TOWN COUNCIL**

**ARTS PANEL**

**15th JUNE, 2005**

At a Meeting of the Arts Panel held on Wednesday, 15th June, 2005:

**PRESENT** The Mayor (Councillor R.M. Biggs) and Councillors D.J. Barrett, M.L. Graham, Mrs. F.E. Kent-Ledger and A.J. Lyall (Chairman).

In attendance:

Councillors T.A. Parsley and R.B. Potter.

Ms. S Hayden and Mrs. A. Gannon, Dorchester Arts Centre.

**APOLOGY** for absence was received from Councillor Miss C.M. Hebditch.

1. **AUTUMN/WINTER PROGRAMME OF EVENTS IN THE CORN EXCHANGE**

The Artistic Director and the Chairman of the Dorchester Arts Centre outlined to the Panel proposals for the 2005/2006 Autumn/Winter joint promotion events that would be held in the Corn Exchange. Three events were proposed; Made in Brasil, Women are from Venus and T & Latouche. A fourth event to be badged as a joint promotion and held in the Corn Exchange was 'The Complete Beginners Guide to Opera' for which the Arts Centre was only requesting a contribution towards hire of the Corn Exchange. Members felt that the events offered a good variety and should be well attended. The Artistic Director also requested that the Council again contribute to the Christmas lantern making workshops to be held in schools. It was proposed that the children would process along the High Street with the lanterns on Christmas Cracker night. This event had proved to be very successful last year.

It was

**RECOMMENDED**

That the events proposed as joint promotions with the Town Council and the Christmas lantern making workshops be agreed and the Council's contribution of £4,250 as agreed within the terms of the Service Level Agreement be released.

2. **ARTS MATTERS**

Representatives of the Arts Centre informed the Panel of the recent rent review undertaken by the Duchy of Cornwall. The rent had increased by the national building inflation rate of 3.91%. The Panel noted that the terms agreed within the Service Level Agreement allowed for an increase in rent as long as it was not significantly in excess of the Retail Price Index which it was not.

Members were also circulated with a copy of 'Evolver' magazine which the Arts Centre used as one of its marketing outlets.

The Panel expressed its congratulations to the Arts Centre in bringing the Royal Shakespeare Company to Dorchester.

In response to a question the Arts Centre representatives informed the Panel that the take up in use of the Arts Forum equipment had been limited so far. It was noted that further publicity was being produced and would be distributed shortly.

It was

### **RECOMMENDED**

That the Council's contribution towards the cost of rent of the Arts Centre's premises at School Lane be released in accordance with the Service Level Agreement.

### 3. **INVENTORY**

The Panel received and noted the updated inventory of portable PA equipment owned by the Council.

In response to a question the Deputy Town Clerk agreed to ensure that the appropriate insurance cover was in place for when the PA equipment was in transit and it was

### **RECOMMENDED**

That the inventory of portable PA equipment be noted.

### 4. **CORN EXCHANGE ACOUSTICS**

The Panel was informed that the acoustic work to the Corn Exchange was scheduled to take place during August. The representatives of the Arts Centre expressed their appreciation that this work was to be carried out.

### 5. **TRAINING FOR TOWN HALL KEEPERS**

Members were reminded that it had been agreed that some training should be provided for the Town Hall Keepers in the use of the sound equipment in the Corn Exchange and noted that it had not proved possible to schedule the training to date. Members felt that the Town Hall Keepers did have a good general knowledge of the existing system and should not be expected to act as sound engineers. It was also noted that training would be given to the Town Hall Keepers and other Council staff should the sound system be replaced.

It was

### **RECOMMENDED**

That the training in respect of the sound system be deferred until a decision is made regarding the possible replacement of the equipment.

6. **MUNICIPAL BUILDINGS SOUND SYSTEM**

The Panel gave consideration to a quote received from Stage Electrics in respect of repairing faults with the audio infrastructure within the Corn Exchange. Members were of the opinion that this would be the most opportune time to review the sound system in its entirety. It was felt that investigations should be made into a new system which was simple to use, portable to some extent and preferably wireless. Whilst considering the sound system Members felt that the time might also be right to look at the building as a whole to establish what else might be done to ensure that the Buildings remained a quality venue into the future.

It was

**RECOMMENDED**

- (1) That the Property Management and Maintenance Panel be informed of this Panel's view that the sound system as a whole should be reviewed and that investigations be made into a new system which is simple to use, portable and preferably wireless.
- (2) That the Property Management and Maintenance Panel be requested to review the Buildings as a whole taking into account those matters highlighted by the Best Value Review to establish what other work might be undertaken to ensure that the Buildings remain a quality venue into the future.

7. **MUNICIPAL BUILDINGS WEDDINGS**

The Panel was circulated with booking forms and information dispatched with booking forms in respect of civil weddings in the Municipal Buildings. It was noted that there was a large amount of information for hirers to study and it was felt that a simple 'Frequently Asked Questions' leaflet should be produced to accompany the information pack.

It was

**RECOMMENDED**

That a 'Frequently Asked Questions' leaflet be produced to accompany the information pack sent to those customers who wish to hire the Buildings for civil weddings.

**DORCHESTER TOWN COUNCIL**

**BOROUGH GARDENS PANEL**

**4th JULY, 2005**

At a Meeting of the Borough Gardens Panel held on 4th July, 2005:

**PRESENT** The Mayor (Councillor R.M. Biggs) and Councillors M.L. Graham, Mrs. E.S. Jones (Chairman) and R.B. Potter.

In attendance:  
Councillor T.A. Parsley

1. **BOROUGH GARDENS REFURBISHMENT**

(a) **Staff Appointments**

The Panel noted that Christine Bellchambers had been appointed to the post of Project Administrator with effect from 16th May, 2005, the appointment to cease on 31st March, 2007, and that, with the approval of the Heritage Lottery Fund's Project Monitor, Clare Somerton had been appointed to the post of Head Gardener on a less than whole time basis with effect from 20th June, 2005.

The effect of the appointment of Head Gardener being on a less than whole time basis was that there was a technical match funding shortfall, and the Panel considered whether to extend the guaranteed period of the appointment from the present 10 years to a minimum of 13 years to redress this shortfall, the Heritage Lottery Fund having indicated that it would be content with this approach.

It was

**RECOMMENDED**

That the Council commits itself to extend the appointment of Head Gardener for a further period of at least three years over and above the already guaranteed ten years.

(b) **Progress Report – Fountain Restoration**

The Panel noted that the contract for the fountain refurbishment was proceeding satisfactorily, and that the fountain should be reinstated towards the end of July. The Heritage Lottery Fund had agreed to the expenditure of approximately £2,000 from the contract contingency to carry out additional stonemasonry works, and it was this additional work which had delayed the reinstatement of the fountain beyond the original projected date. In addition it had been agreed that the laying of granite setts around the fountain should be removed from the external works contract and added to the fountain contract so that works in and around the fountain would now be completed in one phase.

(c) Progress Report – Railings

The Town Clerk reported that it had not yet been possible to identify a firm start date for the contract for the reinstatement of the perimeter railings. There had been earlier problems in identifying suitable materials which were sufficiently close to the original railings to be acceptable to the Heritage Lottery Fund, although this problem had now been overcome. However, the sample panel recently produced had proved unacceptable and a second sample panel was presently being manufactured for approval before full-scale fabrication could commence.

The Town Clerk explained that it might be necessary to provide temporary security fencing around the fountain to protect it following its reinstatement until such time as the perimeter fencing was in place.

(d) Progress Report – Borough Gardens House

The Town Clerk reported that the financial pressure on the project overall had unfortunately resulted in the omission of the veranda to the Borough Gardens House, to the regret of all involved. Tenders were due to be invited in mid-August, and the form of tender would ask tenderers to provide an extra-over price for constructing the veranda in case there proved to be sufficient financial capacity. Detailed site investigation had revealed that the eastern wall of the House would have to be taken down and rebuilt to enable the evident structural problems to be dealt with.

(e) Progress Report – Gardeners Messing Facility

The Town Clerk explained that to achieve the maximum possible financial efficiency, it had been decided to convert the existing toilet block to messing facilities for staff rather than demolishing it and constructing a new building of a similar size on the same footprint. There had been no compromise on the level of facility to be provided, or on the durability of the building, but the present building showed signs of minor instability due to ingress by tree roots, and conversion rather than new build might mean that some minor movement could continue.

(f) Progress Report – Kiosk/Toilets

There were no particular issues to report with regard to the proposed construction of a combined kiosk and toilet block on the site of the paddling pool; site investigation had informed an acceptable foundation design and detailed design work was progressing.

(g) Progress Report – External Works

The Town Clerk reported that detailed design for the external works was also progressing with a view to tender documents being circulated in mid-August in parallel with the building works tenders. This parallel tendering was required by the Heritage Lottery Fund who were primarily interested in the external works rather than the building works to enable the funding for external works to be ring-fenced.

The Town Clerk reminded the Panel that there would be considerable disruption to the use of the Gardens during the Summer of 2006 while the works were in progress. However present indications were that it should never be necessary to close the Gardens completely, although this position may have to be revisited when contractors had been appointed.

(h) Potting Shed

The Town Clerk reported that during the detailed discussions surrounding the development of the scheme it had transpired that no provision had been made in any of the contracts for the repair of the potting shed which was part of the original nursery complex and, as such, represented a heritage asset. He suggested that it was nonsensical for the potting shed to be left in its present dilapidated state and said that he had asked the Architects to draw up a brief specification for the re-roofing of the building and joinery repairs or replacements. This would be included as an addendum to the building works tenders and he invited the Panel to consider whether the Council should itself fund repairs to the potting shed when the level of the expenditure required is known.

Following discussion during which the need for retention of the potting shed was queried it was

**RECOMMENDED**

That no objection be raised to the principle of the Council directly funding repair and refurbishment works to the potting shed but that this matter be considered in detail when information on the likely costs involved is available.

(i) Select List of Tenderers – Building Works

The Panel considered the composition of a select list of contractors to be invited to tender for the building works. The following contractors had been suggested by the Architects and the Cost Consultants who between them had past experience of all of them:

Acheson Construction, Dorchester  
Bluestone plc, Poole  
A. Hammond & Sons, Sturminster Newton  
Rok, Poole  
R.B. Snooks Building, Sturminster Newton  
Spillers, Chard

It was

**RECOMMENDED**

That the suggested select list of tenderers for the building works be approved so far as the Panel is concerned.

(j) Select List of Tenderers – Mechanical and Engineering Works

The Panel considered the composition of a select list of contractors to be invited to tender for the mechanical and engineering works associated with the project. The following contractors had been suggested by the Mechanical and Electrical Engineers who had past experience of all of them:

*Electrical*

M.D. Guy & Son, Verwood  
H.W. Smith & Son, Weymouth  
Southern Electric Contracting, Poole  
Spectrum Electrical Group, Yeovil  
R.F. Webb & Sons, Southampton

*Mechanical*

Dixon Mechanical Services, Bournemouth  
Heating & Cooling Services, Wimborne  
Cyril W. Hinchcliffe, Bournemouth  
H.W. Smith & Son, Weymouth  
R.F. Webb & Sons, Southampton

It was

**RECOMMENDED**

- (1) That the suggested select list of tenderers for the electrical works be approved so far as the Panel is concerned subject to the additional inclusion of Andy Whitty of Martinstown.
- (2) That the suggested select list of tenderers for the mechanical works be approved so far as the Panel is concerned subject to the additional inclusion of J. & N. Roberts Limited of Dorchester.

(k) Select List of Tenderers – External Works

The Panel considered the composition of a select list of contractors to be invited to tender for the external works associated with the project. The following contractors had been suggested by the Landscape Architects who had past experience of all of them:

Banyards, Horton Heath  
Blakedown Landscapes, Bristol  
English Landscapes, Whitstable  
ESL, Hastings  
Scandor Landscape Contractors, Eastleigh  
Willerby Landscapes, Edenbridge

It was

**RECOMMENDED**

That the suggested select list of tenderers for the external works be approved so far as the Panel is concerned but that the Landscape Architects be informed of the Council's unsatisfactory past experience of Blakedown Landscapes and asked to confirm that they are satisfied with their ability to

satisfactorily manage a contract of this scale and complexity.

(1) Budget Cost Review

The Panel received and noted a copy of the most recent Budget Cost Review as submitted to the Heritage Lottery Fund in support of the latest grant draw-down request.

A Member expressed his concern about the fact that the estimated costs for building and external works were in the public domain in advance of tenders being invited.