

DORCHESTER TOWN COUNCIL

MANAGEMENT COMMITTEE

13th JULY, 2010

At a Meeting of the Management Committee held on 13th July, 2010:

PRESENT Councillors C.S. Biggs, A.J. Canning (Chairman), L.E. Heath, T. James, F.E. Kent-Ledger, A.J. Lyall, P.G. Mann, R.B. Potter and M.E. Rennie.

APOLOGIES for absence were received from Councillors D.J. Barrett, A. Harries and E.S. Jones

1. **MINUTES**

The Minutes of the Meeting of the Committee held on 11th May, 2010, adopted by Council on 25th May, 2010, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. **MANAGEMENT ARRANGEMENTS**

The Committee had before it the schedule of work for the Outdoor Services Team. It was noted that Sawmills Development Association had been undertaking litter picking of the Sawmills site and the access road and footpath and Members wished to express their thanks to the Association for helping keep the area clean and tidy.

It was

RESOLVED

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

3. **STEPS LEADING FROM BARNES WAY TO SANDRINGHAM SPORTS CENTRE**

The Committee considered a report by the Compliance Manager on the need to replace the existing wooden steps which led from Barnes Way to Sandringham Sports Centre. The wooden steps were rotted and did not conform to present health and safety regulations as they did not have uniform tread width or risers.

It was proposed to remove the existing steps completely and replace them with galvanised metal steps and handrails which would comply with all the appropriate regulations. A quotation had been received to undertake this work in the sum of £10,311.89.

It was

RESOLVED

That an appropriate special item be placed in the 2011-12 draft estimates in respect of this work.

4. **STRATEGY FOR HIGHWAY WEED CONTROL**

The Deputy Town Clerk informed the Committee that Dorset County Council had decided to cease all highway weed control with the exception of invasive weeds. Members expressed great concern about this decision as there were already areas within the town that were suffering from unsightly weeds growing up through the pavements. Members also felt that the decision was very short sighted because the growing weeds would eventually ruin the paved surface which would create trip hazards and would require replacing at a cost significantly higher than controlling the weeds in the first place.

It was

RESOLVED

That Dorset County Council be informed that this Council feels that the decision to cease highway weed control is not a viable long term strategy and it should be re-considered as a matter of urgency.

5. **PANELS – 2010-11**

(a) Membership of Panels – 2010-11

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

It was

RESOLVED

That the following Members be appointed by this Committee to Panels for the 2010-11 Council Year:

Arts

Councillors T. James, E.S. Jones, A.J. Lyall and P.G. Mann.

Borough Gardens

Councillors D.J. Barrett, A.J. Canning, A. Harries and E.S. Jones.

Community Activities

Councillors A. Harries, F.E. Kent-Ledger, P.G. Mann and M.E. Rennie.

Grants

Councillors C.S. Biggs, A. Harries, F.E. Kent-Ledger and M.E. Rennie.

Property Management and Maintenance

Councillors C.S. Biggs, L.E. Heath, F.E. Kent-Ledger and A.J. Lyall.

Recreational Activities

Councillors D.J. Barrett, A.J. Canning, T. James and R.B. Potter.

Resources

Councillors L.E. Heath and T. James.

Risk Management

Councillor L.E. Heath.

(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.

It was

RESOLVED

That the following Chairmen and Vice-Chairmen of the Panels stated be elected for the 2010-11 Council year:

Arts

Chairman – Councillor A.J. Lyall

Vice-Chairman – Councillor P.G. Mann

Borough Gardens

Chairman – Councillor E.S. Jones

Community Activities

Chairman – Councillor M.E. Rennie

Vice-Chairman – Councillor P.G. Mann

Grants

Chairman – Councillor C.S. Biggs

Property Management & Maintenance

Chairman – Councillor A.J. Lyall

Recreational Activities

Chairman – Councillor A.J. Canning

6. **TRANSFER OF THE DORCHESTER JOINT BURIAL COMMITTEE FUNCTION TO THE TOWN COUNCIL**

The Committee had before it a report by the Deputy Town Clerk on the practical issues arising from the transfer of the Dorchester Joint Burial Committee function to the Town Council which had previously been agreed by the Council. The report set out in detail the various changes that would be required which included the transfer of assets, the transfer of staff, arrangements for administering the burial function, risk management arrangements, insurance arrangements, review of contracts, budget provision, sealing of documents, health and safety, changes to future Performance and Policy Plans, corporate

identity and a number of other minor administrative changes. With regard to signage it was noted that the large amount of general Burial Committee signage would be changed to Town Council signs as and when they needed amending or replacing rather than all being replaced in one go.

The Deputy Town Clerk reminded Members that the Policy Committee at its meeting on 19th January, 2010 had already agreed that the facility for single fee burials should be extended to residents of Winterborne Herrington in perpetuity in recognition of their longstanding membership of and support for the Joint Burial Committee (Minute 42 refers).

Members agreed that the Property Management and Maintenance Panel should be charged with the responsibility of undertaking the annual inspection of cemeteries and that the Recreational Activities Panel should give initial consideration to the remaining aspects of the burial function and that its name and terms of reference should be amended to reflect the new duties. Members wished to give further consideration to the suggested new name for the Panel and agreed that this should be done at the next meeting of the Recreational Activities Panel in the summer.

Following detailed consideration it was

RECOMMENDED

- (1) That all assets presently in the ownership of the Dorchester Joint Burial Committee be transferred to Dorchester Town Council and the Council's accounts, assets register and land and property register be updated accordingly.
- (2) That Weymouth Avenue Cemetery and Fordington Cemetery be transferred to the ownership of Dorchester Town Council.
- (3) That the Town Council's staffing establishment be increased by two full time members of staff to be included within the Outdoor Services Team and new contracts issued accordingly.
- (4) That the terms of reference for the Management Committee be amended so as to add under the section 'Delegated Powers: The powers, duties and functions of the Council relating to:' the following:

'The administration and maintenance of the burial function.'
- (5) That the terms of reference for the Property Management and Maintenance Panel be amended to include the following:

‘To inspect the cemeteries annually and make any necessary recommendations.’

- (6) That the Recreational Activities Panel be renamed and that its terms of reference be amended to include the following:

‘To consider matters relating to the administration and maintenance of the burial function.’

- (7) That the Council’s Risk Management Panel considers the operational and strategic risks associated with the burial function and scores them accordingly so as to identify any action that may be required to be undertaken by the Council.

- (8) That a review of the Council’s insurance arrangements be undertaken so as to ensure full cover of the burial function, plant and vehicles as at the date of transfer.

- (9) That a review of all existing external contracts be undertaken within the first year of the Council administering the burial function so as to ensure value for money is being achieved.

- (10) That stationery and staff clothing be changed from showing Dorchester Joint Burial Committee to Dorchester Town Council as from 1st April, 2011.

- (11) That the cemetery vehicle keep the words ‘Dorchester Cemeteries’ but have the Town Seal added.

It was also

RECOMMENDED

- (12) That the Policy Committee be recommended that earmarked reserves set out in the Dorchester Joint Burial Committee’s accounts be retained for the purposes for which they were accumulated and added to the Council’s existing list of reserves, the general reserve be added to the Council’s general reserve, that a new section be added to the Council’s budget book to deal with revenue expenditure and that budget monitoring and recommending future budget

provision should be dealt with by this Committee.

- (13) That the Policy Committee be recommended that Standing Order 29 should be amended as follows (new words are in italics):

‘2. Save as mentioned in 3. below all deeds, instruments and writings affecting the interests of the Council to which the Common Seal is required to be affixed shall be sealed in the presence of and shall be attested by the Mayor (or his or her Deputy) and the Town Clerk and a book shall be kept in which shall be recorded the sealing of all documents.

3. Nothing in this Standing Order shall require a Seal affixed to a Grant of Exclusive Right of Burial to be attested by the Mayor (or his or her Deputy) or to be entered in the Register of Sealing.’

7. **THE MILLSTREAM – PROPOSED ENHANCEMENT WORKS**

Members considered correspondence from the Dorset Wildlife Trust giving notice of its intention to apply for planning permission to carry out a biodiversity enhancement scheme at the Millstream between Hangman’s Hatches and River View. The proposed improvements involved in-channel berms placed at a height just above summer mean water level on alternative sides of the river and planted with indigenous plants. The improvement works would have a positive effect on the environment.

A flood risk assessment had been undertaken, the outcome of which showed there would be a slight reduction in flood risk along the Millstream.

Members were also pleased to note that the Millstream footpath improvement works had now commenced.

It was

RESOLVED

That, subject to the receipt of the appropriate planning consents, the proposed enhancement scheme be supported.

8. **SPONSORSHIP OF HANGING BASKETS**

The Committee considered a report by the Deputy Town Clerk on an approach which had been received from Waitrose asking whether it could sponsor some of the hanging baskets in South Street in return for placing a small plaque on the baskets highlighting its ‘Community Matters’ initiative. It was noted that these plaques would be obscured by the growth from the baskets for the majority of the season.

Members were pleased that Waitrose wished to help support the town but felt that the resource would be better applied to add something extra rather than supporting what was already there. Members suggested some additional planters closer to the shop in Tudor Arcade but appreciated that this would be a matter for Waitrose to arrange with the owners of the Arcade.

It was

RESOLVED

That Waitrose be thanked for its offer but that it be declined.

9. **AS ONE THEATRE**

Members considered a request for a cultural activities grant from the As One Theatre Company which was preparing to premier a new piece of theatre at the Corn Exchange as a finale to the 2010 Thomas Hardy Festival. The Committee felt that a grant should be awarded and that it be acknowledged fully on all supporting publicity for the event. Members also suggested that the Theatre Company be informed that Dorchester BID and Dorchester Chamber of Commerce might also be prepared to support the project.

It was

RESOLVED

That a cultural activities grant of £450 be made to the As One Theatre Company.

10. **PLANET AID UK**

The Committee had before it information about Planet Aid UK which had requested to locate a clothing and shoe collection container, to be emptied weekly, on land owned or leased by the Council. All money raised from Planet Aid collections was donated to development aid work in Africa and India.

Members felt that the project should be supported and proposed that Planet Aid be authorised to locate a collection bank on the piece of land outside the entrance gate to the Maiden Castle play area.

It was

RESOLVED

That Planet Aid be authorised to locate a collection bank on the piece of land outside the entrance gate to the Maiden Castle play area.

11. **POUNDBURY PHASES 3 & 4 – S106 REQUIREMENTS**

Members considered correspondence from the Duchy of Cornwall in respect of matters related to cemeteries and allotments.

In respect of cemetery provision the Committee agreed that the existing Poundbury Cemetery had sufficient capacity to cope with foreseeable demand and there was, therefore, no requirement for additional land to be set aside for that purpose at the present time.

In respect of allotments Members agreed that the models which applied to Poundbury were more appropriate for private management. The Committee agreed that this private provision would help reduce the demand on the Town Council for allotments and that there should be no further requirement for the Duchy of Cornwall to offer land for allotment purposes on the Poundbury Development.

Members noted that the proposed development at Red Cow Farm was not likely to proceed in the foreseeable future. The Committee felt that, on the grant of a planning consent, the Council should give consideration to developing the allotment area independently of the construction of the St George's Road relief road.

It was

RESOLVED

- (1) That the Duchy of Cornwall be informed of this Committee's view that the existing Poundbury Cemetery has sufficient capacity to cope with foreseeable demand and that the Council has no requirement for additional land to be set aside for that purpose at the present time.
- (2) That the allotment models which apply to Poundbury are more appropriate for private management and that there is no further requirement for the Duchy of Cornwall to offer land for allotment purposes on Poundbury.
- (3) That future consideration be given to developing the allotment area at the Red Cow Farm development independently of the construction of the St George's Road relief road once planning consent has been granted

12. **FORDINGTON GREEN**

The Deputy Town Clerk reported on correspondence received in respect of the work that had been undertaken at Fordington Green to prevent vehicles from parking on it. Members felt that, whilst the bollards and benches were an effective measure to stop people parking on the Green, it was unfortunate that the open aspect of the Green had been adversely affected.

It was

RESOLVED

That the correspondence received be noted and that should the parking situation change in the future the Committee review the necessity to retain the preventative parking measures currently in place.

13. **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.

It was noted that there had not been a significant uptake of the free Wednesday morning hire sessions for local organisations wishing to promote their activities and it was requested that this facility be publicised again in the next edition of Dorchester News.

Members noted the work being undertaken by the Dorchester Stitches on hangings to go on either side of the window on the stairway to the Town Hall.

It was

RESOLVED

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

14. **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.

15. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st May, 2010 and 30th June, 2010 totalling £147,125.09 (net) together with direct debits for the same period totalling £62,728.73 (net).

It was

RESOLVED

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

16. **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 matter the public and representatives of the press be excluded from this meeting during its discussion.

17. **BOROUGH GARDENS**

The Committee was updated regarding various matters concerning the Borough Gardens. Members expressed their thanks to all the staff involved in keeping the Gardens so well maintained and attractive.

18. **DORCHESTER BOWLS CLUB**

The Committee received the accounts of the Dorchester Bowls Club for the year ended 31st December, 2009.

Chairman