

# **DORCHESTER TOWN COUNCIL**

## **MANAGEMENT COMMITTEE**

**14th JULY, 2009**

At a Meeting of the Management Committee held on 14th July, 2009:

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

In attendance:

Messrs. N. Collins and S. Maros – Dorset County Council

1. **MINUTES**

The Minutes of the Meeting of the Committee held on 5th May, 2009, adopted by Council on 19th May, 2009, were taken as read and were confirmed and signed by the Chairman as a correct record.

2. **MINUTES OF MANAGEMENT PANELS**

(a) **Grants Panel – 12th May and 14th July, 2009**

The Committee considered the Minutes of the Meetings of the Grants Panel held on 12th May, 2009 together with an oral report of the meeting held on 14th July, 2009 (for Minutes see Appendices I and II) and it was

**RESOLVED**

That the Minutes be approved so far as this Committee is concerned.

(b) **Property Management and Maintenance Panel – 13th and 27th May, 2009**

The Committee considered the Minutes of the Meetings of the Property Management and Maintenance Panel held on 13th and 27th May, 2009 (for Minutes see Appendices III and IV) and it was

**RESOLVED**

That the Minutes be approved so far as this Committee is concerned.

(c) **Community Activities Panel – 28th May, 2009**

The Committee considered the Minutes of the Meeting of the Community Activities Panel held on 28th May, 2009 (for Minutes see Appendix V) and it was

**RESOLVED**

That the Minutes be approved so far as this Committee is concerned.

### 3. **HIGHWAY TREES**

The Committee welcomed Messrs. S. Maros and N. Collins from Dorset County Council's Arboricultural Section to the meeting. Members were reminded that the management of the Dorchester Highway Tree Partnership had reverted to the County Council from the Town Council in April 2009.

The representatives from the County Council informed Members that all of Dorchester's trees had been surveyed and inspected and in the present year work was being undertaken to deal with those trees where there was shown to be a danger to public safety. Once this work had been completed the programme would move to proactive maintenance such as tidying up and shaping trees and increasing the tree stock. The Committee was assured that no tree was felled unless it was absolutely necessary and that new pollarding would not be undertaken. It was noted that the plans for the development of the Old Brewery Site seemed to indicate new pollarded trees; the Committee felt that this should be discouraged.

Members thanked the representatives for the increased level of communication about tree work that was to be undertaken. It was also noted that any tree that was to be felled had a notice erected on it and that residents living in the immediate vicinity were notified by letter.

In response to a question it was explained that the leaves shed from horse chestnut trees which were diseased should be removed and burnt to prevent the disease spreading.

It was

#### **RESOLVED**

- (1) That the work being undertaken to manage highway trees in Dorchester be welcomed.
- (2) That West Dorset District Council and Town Council staff be informed of the necessity to remove and burn diseased horse chestnut tree leaves to prevent the spread of disease.

### 4. **MANAGEMENT ARRANGEMENTS**

The Committee received the schedule of work for the Outdoor Services Team. Members requested that a report be prepared with regard to the possibility of licensing the Borough Gardens Bandstand for weddings as had been done very successfully elsewhere.

Members also expressed concern regarding overflowing litter bins when events were taking place in the Gardens and asked whether consideration could be given to increasing the number of bins. It was also noted that the toilets rapidly deteriorate during busy events and it was felt that it might be useful to have a contact number located in the toilets that the public could telephone to inform staff that there was a blockage etc before the situation worsened.

With regard to King's Road Playing Field Members expressed concern that the possible change of use of part of this site had not been presented to the Management Committee prior to it being considered by the Policy Committee. Members felt strongly

that the before any decision was made the Committee should be consulted and that the matter should be considered in open session.

Members also noted that the grass area at the front of The Junction Hotel appeared not to be being cut on a regular basis and the grass had reached an unacceptable length at the start of the cutting season.

It was

**RESOLVED**

- (1) That the schedule of work for the Outdoor Services Team be noted.
- (2) That a report be presented to a future meeting of the Committee in respect of the possibility of licensing the Borough Gardens Bandstand for weddings.
- (3) That the Policy Committee be informed that this Committee should be given the opportunity to consider the possible change of use of part of King's Road Playing Fields before any decision is made and that this debate should be considered in open session.

5. **ANNUAL REPORT 2008-09**

Members were advised that the 2008-09 Annual Report had been published by the 30th June, 2009 following its approval by the working group consisting of the Chairmen and Vice Chairmen of the Management, Planning and Environment and Policy Committees.

6. **PANELS – 2009-10**

(a) **Membership of Panels – 2009-10**

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 2009-10 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 2009-10 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

7. **LAND ADJACENT TO WEST WALKS / TENNIS COURTS**

The Committee was asked to consider approving the transfer of the tennis court land and the land adjacent to the courts and West Walks from West Dorset District Council to the Town Council on completion of the improvements to the area as previously stipulated by the Committee.

Members also considered correspondence received by Councillor Trevor Jones regarding the need for a system of lighting in the area.

The Committee felt that it was important for the scheme of improvements to go ahead as soon as possible and did not wish to delay the project further. It was felt however that the West Dorset District Council should be asked to consider whether it would be possible to provide some additional lighting from the lighting point adjacent to the tennis courts.

It was

**RESOLVED**

- (1) That the transfer of the tennis court land and the land adjacent to the courts and West Walks from West Dorset District Council to the Town Council on completion of the improvements to the area previously agreed by the Committee be approved.
- (2) That West Dorset District Council be asked to consider providing additional lighting to the area from the lighting point adjacent to the tennis courts.

8. **PROPOSED UNDERGROUND ELECTRICITY CABLE – SYWARD CLOSE PLAY AREA**

The Committee was asked to approve an easement to Scottish and Southern Energy along the line of the fence at Syward Close Play Area so as to allow the laying of an underground electricity cable. Scottish and Southern Energy had agreed to pay the Council's legal costs and an additional one-off payment of £250.

It was

**RESOLVED**

That an easement be granted to Scottish and Southern Energy so as to allow the laying of an underground electricity cable along the line of the fence at Syward Close Play Area.

(Councillor F.E. Kent-Ledger declared a personal interest in this matter as her husband used to be employed by Scottish and Southern Energy.)

9. **SUMMER EVENTS**

(a) **Anonymous 09 – Dorchester Youth Festival**

The Committee was circulated with a report prepared on behalf of Dorchester Youth Extra which updated the Committee on progress with arrangements for this event. Members hoped to see as much local input as possible to the event and volunteered to display publicity posters.

(b) **Leaflet to Promote Summer Events**

Members had before them the new leaflet which had been produced to promote events in the Borough Gardens and Maumbury Rings over the summer. The Deputy Town Clerk updated the Committee on the costs associated with producing and distributing the leaflet. The Committee felt that the leaflet was of good quality and requested that a similar leaflet be produced for 2010 with a view to it being distributed by the May Day bank holiday. It was noted that additional resources would be required for the significant additional printing costs that this would involve and it was agreed that this should be included within the Council's budget for 2010-11.

It was

**RESOLVED**

- (1) That the new summer events leaflet be welcomed.
- (2) That a similar leaflet be produced for 2010 with a view to it being distributed by the May Day bank holiday.
- (3) That the additional resources required for the additional printing costs be included within the Council's budget for 2010-11.

10. **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

**RESOLVED**

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

11. **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.

12. **PAID INVOICES**

The Committee inspected the cheque list and supporting vouchers in respect of payments made between 1st May, 2009 and 30th June, 2009 totalling £204,219.13 (net) together with direct debits for the same period totalling £59,389.40 (net).

It was

**RESOLVED**

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

13. **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.

14. **SELECT TENDER LIST – MUNICIPAL BUILDINGS LIFT**

The Committee considered a report which set out a proposed select list of contractors to be invited to tender for the carrying out of works associated with the installation of a platform lift in the Corn Exchange building and it was

**RESOLVED**

That the select list of contractors as identified in the report be approved.

15. **BOROUGH GARDENS**

The Committee was updated regarding the Council's application for Green Flag status for the Borough Gardens and it was

**RESOLVED**

That the matter be considered further by the  
Borough Gardens Panel.

Chairman

## **DORCHESTER TOWN COUNCIL**

### **GRANTS PANEL**

**12th MAY, 2009**

At a Meeting of the Grants Panel held on Tuesday, 12th May, 2009:

**PRESENT** The Mayor (Councillor C.M. Hebditch) and Councillors C.S. Biggs (Chairman), T.C.N. Harries, F.E. Kent-Ledger and P.G. Mann.

**APOLOGY** for absence was received from Councillor M.E. Rennie.

### 2. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Panel considered applications for financial assistance received since the last meeting of the Panel and in accordance with the powers delegated at Standing Order 50 it was

#### **RESOLVED**

- (1) That the application from Casterbridge Male Voice Choir be approved in the sum of £100.
- (2) That the application from the Rotary Club of Dorchester be approved in the sum of £150.
- (3) That the application from the Hub be approved if it is not possible to obtain a computer from elsewhere free of charge.
- (4) That the application from Dorchester Strollers be approved in the sum of £75.
- (5) That the application from Caer Dur be deferred pending the receipt of financial accounts.
- (6) That the application from Durnovaria Silver Band be approved in the sum of £250.
- (7) That the application from Didier.co.uk be approved in the sum of £150 and that the organisation be recommended to apply for a further grant from Dorset Chalk and Cheese.
- (8) That the application from the Dorset Association for the Disabled not be approved.
- (9) That the application from Swingtime in the Gardens be approved in the sum of £250.

- (10) That the application from the Dorchester Horticultural Society be approved in the sum of £100.
- (11) That the application from the Dorchester Amateur Boxing Club be approved in the sum of £250.
- (12) That the application from Age Concern be not approved.
- (13) That the application from Victim Support Dorset be deferred to a future meeting pending the receipt of further information regarding possible support and links with the Dorchester and District Crime Prevention Panel.
- (14) That the application from South West Dorset Talking Newspapers be approved in the sum of £200.

(Councillors T.C.N. Harries and P.G. Mann declared personal interests in the application received from The Hub because they were ‘Friends’ of the organisation.)

(Councillor F.E. Kent-Ledger declared a personal interest in the application received from Age Concern Dorchester as she worked as a volunteer for the organisation.)

3. **APPLICATIONS FOR CULTURAL ACTIVITIES GRANTS**

The Panel considered an application for a Cultural Activities Grant from the Dorchester Music and Performance Group and in accordance with the powers delegated at Standing Order 50 it was

**RESOLVED**

That the application from the Dorchester Music and Performance Group be approved in the sum of £3,000.

(The Mayor (Councillor C.M. Hebditch) declared a personal interest in the application received from the Dorchester Music and Performance Group because her partner was a member of the group.)

**DORCHESTER TOWN COUNCIL**

**GRANTS PANEL**

**14th JULY, 2009**

At a Meeting of the Grants Panel held on Tuesday, 14th July, 2009:

**PRESENT** The Mayor (Councillor S.C. Hosford) and Councillors C.S. Biggs (Chairman), T.C.N. Harries, F.E. Kent-Ledger, M.E. Rennie and P.G. Mann.

4. **APPLICATIONS FOR FINANCIAL ASSISTANCE**

The Deputy Town Clerk updated the panel on correspondence received from The Hub and Dorset Victim Support in respect of their previous grant applications.

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

**RECOMMENDED**

- (1) That The Hub be requested to provide more detail and costings in respect of its proposal for computer wiring.
- (2) That the application from Dorset Victim Support be not approved.
- (3) That the application from Dorset V and Dorset People First be approved in the sum of £131.57.
- (4) That the application from Dorchester Stop The Drop be approved in the sum of £250.
- (5) That the application from the Rotary Club of Dorchester Casterbridge be not approved but that the organisation be informed that the Panel would reconsider the application if it was for a specific element of the proposal such as hire of venue, trophy engraving etc.
- (6) That the application from Dorchester Youth Extra be not approved.
- (7) That the application from Poundbury Residents Association be deferred to a future meeting pending the receipt of further information.

- (8) That the applications from the Dorchester Choral Society be deferred to a future meeting of the Panel pending receipt of further information.
- (9) That the application from Durnovibe 09 be approved in the sum of £230.62.

(Councillor P.G. Mann declared a personal interest in the application received from the Dorchester Choral Society as he had an involvement with the Society.)

**DORCHESTER TOWN COUNCIL**

**PROPERTY MANAGEMENT AND MAINTENANCE PANEL**

**13th MAY, 2009**

At a meeting of the Property Management and Maintenance Panel held on 13th May, 2009:

**PRESENT** Councillors C.S. Biggs, L.E. Heath, A.J. Lyall (Chairman) and L.M. Phillips.

In attendance:

Mr. D. Shaw - David Shaw Partnership.

**APOLOGIES** for absence were received from The Mayor (Councillor C.M. Hebditch) and R.B. Potter.

7. **MUNICIPAL BUILDINGS – TOILET REFURBISHMENT**

The Panel had before it draft plans for the refurbishment of the Municipal Buildings ground floor lavatories. Material samples, brochures, colour schemes etc had also been laid out for Members to peruse.

The Panel agreed the design of the scheme and requested actual samples of the materials proposed to be used for the vanity top, wall coverings and toilet cubicles so as to get a better idea as to the true colouring of the materials.

Members agreed that a further meeting of the Panel should be held as soon as possible to finalise the material and colour scheme for the refurbishment project.

In accordance with the powers delegated at Standing Order 50 it was

**RESOLVED**

- (1) That the design scheme for the Municipal Buildings Toilet Refurbishment be agreed.
- (2) That a further meeting of the Panel be arranged for 5.00pm on 27th May, 2009.

**DORCHESTER TOWN COUNCIL**

**PROPERTY MANAGEMENT AND MAINTENANCE PANEL**

**27th MAY, 2009**

At a meeting of the Property Management and Maintenance Panel held on 27th May, 2009:

**PRESENT** The Mayor (Councillor S.C. Hosford) and Councillors C.S. Biggs, L.E. Heath, A.J. Lyall (Chairman) and L.M. Phillips.

In attendance:

Mr. D. Shaw - David Shaw Partnership.

**APOLOGY** for absence was received from Councillor R.B. Potter.

8. **MUNICIPAL BUILDINGS – TOILET REFURBISHMENT**

The Panel had before it various samples and designs of cubicles, vanity units, WCs, urinals, panels, wash basins, taps, sensors and associated accessories and Members gave an indication as to their preference for the various aspects of the refurbishment.

Members agreed that the David Shaw Partnership should now be requested to prepare a written schedule of works, to obtain tenders for the refurbishment works from a number of suitably qualified and experienced contractors and to prepare a report on the tenders received and, subject to the receipt of an acceptable tender to implement the project.

The representative from David Shaw Partnership informed the Panel of the proposed list of contractors to be invited to tender for the work.

In accordance with the delegated powers contained in Standing Order 50 it was

**RESOLVED**

- (1) That the proposed list of contractors to be invited to submit a tender for the work be approved.
- (2) That the David Shaw Partnership be instructed to prepare a written schedule of works, to obtain tenders for the works and to prepare a report for submission to the Council on the tenders received.

**DORCHESTER TOWN COUNCIL**

**COMMUNITY ACTIVITIES PANEL**

**28th MAY, 2009**

At a Meeting of the Community Activities Panel held on 28th May, 2009:

**PRESENT** The Mayor (Councillor S.C. Hosford) and Councillors A. Harries and M.E. Rennie (Chairman).

In attendance:

Mr. C. & Mrs. P. Louden – Dorchester-Bayeux Society

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

Mr. D.G. Maggs and Mrs. R. Gameson – Dorchester-Holbæk Society

**APOLOGIES** for absence were received from Councillors Trevor Jones, F.E. Kent-Ledger and P.G. Mann.

1. **DORCHESTER-BAYEUX SOCIETY**

The Chairman of the Society informed the Panel that the Society would hold a barbeque in September before the visit to Bayeux. She also sought the Panel's help; she had been approached by Dorchester Chess Club who would like to form a link with a similar club in Bayeux and, despite numerous e-mails, she had failed to obtain a contact.

It was

**RECOMMENDED**

That the Chairman of the Dorchester-Bayeux Society be requested to submit a list of all organisations who have contacted them seeking a friendship link in Bayeux and that the civic delegation endeavour to obtain contact details during its visit to in September.

In response to a question the Clerk confirmed that the Dorchester Choral Society would be celebrating its 50th Anniversary in 2010.

2. **DORCHESTER-LÜBBECKE SOCIETY**

The Chairman of the Society informed the Panel that two social events had been held since the last Panel meeting which had been quite well attended.

As the Society Chairman was unable to recall anything further it was suggested that the President of the Society could make further comment when the Minutes were presented at the next meeting of the Council's Management Committee.

The Chairman of the Panel suggested that the Dorchester-Lübbecke Society should investigate sending the Society minutes via e-mail in an attempt to save money.

The Clerk showed the Panel the report from the Dorset Evening Echo on the successful visit to Lübbecke by the Dorchester Town Youth Football Club which had sent two teams for a recent tournament. In response to a question the Clerk confirmed that the football club has issued an invitation for a return visit in May, 2010.

3. **DORCHESTER-HOLBÆK SOCIETY**

The Chairman of the Society introduced Mrs. R. Gameson who was attending her first meeting of the Panel since her election onto the Dorchester-Holbæk Society Committee.

The Chairman informed the panel that the Society was keen to promote itself and Denmark. Councillor A. Harries had agreed to assist. The Society would investigate the possibility of having a stand at the music day in Maumbury Rings in August or a stand in the Borough Gardens during “Love Parks Week”, 25th July to 2nd August, 2009.

The Chairman informed the Panel that he had had discussions with St Osmund’s and Damers First Schools to try to establish e-mail links with schools in Holbæk.

The Dorchester-Holbæk Society also intended to issue invitations to local organisations inviting them to attend their committee meetings, hopefully encouraging them to discuss business matters with their counterparts in Denmark.

The Chairman confirmed that the Society was expecting the Holbæk-Dorchester Society to visit during 2010 but a date had yet to be agreed.

4. **FIFTIETH ANNIVERSARY OF TWINNING WITH BAYEUX**

The Chairman of the Panel reported on a successful visit by the civic delegation from 17th to 19th April, 2009 and emphasised how much work had been done between the civic parties.

The Chairman again stressed that the Council could not have afforded to take all the guests from Bayeux on the Saturday excursion.

The Chairman noted that in future a ‘dress code’ would be included on all Council invitations but reminded the Panel that the format and content of the tickets had been agreed by both the Council and the Society prior to their production.

The Society thanked the Council for the dinner on the Saturday evening and expressed their regret that some of the invited guests had appeared rude.

The Clerk informed the Panel that the Mayor and Escort would be accompanied by Councillors Trevor and Stella Jones, Councillor Tess James and her partner and the Town Clerk and his wife for the visit to Bayeux from 11th to 14th September, 2009; all but the Mayor and Escort and the Town Clerk would be reimbursing the Council for the costs incurred for their inclusion in the party.

In response to a question the Clerk confirmed that the Lutyens seat should be in situ by the time of the visit.